



Kalamazoo Public Library

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PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
OSHTEMO BRANCH LIBRARY - COMMUNITY ROOM
7265 West Main, Kalamazoo, MI 49009
May 23, 2016, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS
 - A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2016 - 2017
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. Minutes of the Meeting of April 25, 2016
 - B. Personnel Items
- IV. FINANCIAL REPORT
 - A. Financial Reports for the Period Ending April 30, 2016
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. Budgets
 - 1. General Operating Fund Preliminary Budget for FY 2016 - 2017
 - 2. Capital Improvement Plan for Three Years Ending June 30, 2018
 - 3. Special Revenue Fund Preliminary Budget for FY 2016 - 2017
 - B. Salary Ranges for Supervisory-Technical and Administrative Staff
 - C. Salary Pool for Supervisory-Technical and Administrative Staff for Compensation for FY 2016 - 2017
 - D. Business Office Staffing
 - Reports
 - E. Summer Reading Challenge – Andrea Vernola, Michael Cockrell, Kala Luzia
 - F. Library Services to Older Adults – Angela Fortin
 - G. Oshtemo Branch Updates – Nancy Davis-Smith
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. Director’s Report
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. EXECUTIVE SESSION
 - A. Labor Negotiation Discussion (Board Members Only)
- XI. ADJOURNMENT
 - TOUR OF OSHTEMO BRANCH TO FOLLOW MEETING

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: April 25, 2016
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Cheryl TenBrink Lisa Godfrey, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of March 28, 2016*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending March 31, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending March 31, 2016.

Discussion: Director Rohrbaugh drew attention to the paragraph concerning the General Operating Fund, saying that expenditures have kept pace with the three-quarter mark of the fiscal year. Additionally, she stated information concerning the Endowment Fund had been attached this month.

J. VanderRoest pointed out that the Endowment Fund information is only current through Dec. 31st of 2015. He stated it was likely that, in the interim, the fund had performed poorly but had stabilized.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. General Operating Close Estimate Budget Revision for Fiscal Year 2015 – 2016

Recommendation: Director Rohrbaugh recommended board approval of the attached General Operating Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary: The General Operating Close Estimate Budget recognizes the allocation of the beginning carryover variance of \$686,054 from the prior fiscal year as previously approved by the board for Capital Improvements, Municipal Employees Retirement System (MERS) additional funding for pension liabilities, and MPSERS unfunded liability state reimbursement & payment. Per prior approvals, an additional \$200,000 has been budgeted for transfer to the Capital Improvement Plan and both the \$100,000 lump sum payment and 1.5% of employee salaries have been recognized.

Changes to the revenue projections for the fiscal year are limited to recognition of delinquent property tax receipts, the credit reimbursement from Consumers Power, and an addition to the annual gift from the Friends of KPL of \$3,000 to total \$43,000 for the fiscal year. Revisions to property tax revenue estimates have not been recognized due to a delay in the final reconciliation of property taxes from the City of Kalamazoo.

Revisions to expenditure categories incorporate all changes to salaries and benefits, including a number of vacancies, since July 1, increases to materials budgets for digital collections, changes to accommodate internet contracts and data storage transfers to KRESA, and recognition of the previously approved website survey performed by the Kercher Center.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE ATTACHED GENERAL OPERATING CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Discussion: J. VanderRoest reminded trustees that a decision was made some time ago to utilize a significant portion of the budget surplus to shore up the MERS deficit. He stated the Finance & Budget Committee strongly support that decision.

Director Rohrbaugh stated KPL staff have been made aware of that decision, and that she believes it constitutes good stewardship on the part of the Board of Trustees.

J. VanderRoest said staff enrolled in MERS have earned specific benefits and it is important they have access to their fair share.

MOTION CARRIED 7-0.

B. Special Revenue Close Estimate Budget Revision for Fiscal Year 2015 - 2016

Recommendation: Director Rohrbaugh recommended board approval of the attached Special Revenue Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary: The Special Revenue Close Estimate Budget recognized carryover budget activity for Local History, Antiracism Team (ARTT) activities, Library gifts, and Friends Mini-grants as well as continuing expenditures for distributed books and spelling bee costs in the Ready to Read project.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED SPECIAL REVENUE CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Discussion: No discussion.

MOTION CARRIED 7-0.

REPORTS:

C. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said as we move towards the final quarter in the 2015 – 2016 fiscal year, some of the target goals will see a spike while others are on a steady pattern. Upon examination of some of those targets and goals, it appears that some will not be met. She stated that is indicative of both changing circumstance and the ambitious setting of target numbers.

Additionally, she pointed out that accompanying these statistics are the results of the Caregiver Survey, which focuses on services, programs, collections and spaces for children. As usual, the results are encouraging.

Discussion: V. Wright asked about the number of gift books given and whether those books were primarily donated through the *Summer Reading Challenge & Ready to Read*. Director Rohrbaugh stated that was case. S. Warner said additional opportunities include outreach efforts such as those targeting teen parents at Loy Norrix High School.

Disposition: Trustees thanked Director Rohrbaugh for her report.

D. Teen Services Update – Andrea Vernola

Report: Director Rohrbaugh introduced A. Vernola, head of Teen Services. A. Vernola began by handing out a list of current and upcoming projects undertaken by Teen Services staff. She stated that since she has been the head of Teen Services she has been carefully assessing existing initiatives and creating plans for moving forward. She then stated there was a recent staffing change in which Tami Russell moved to the Circulation Supervisor position, and Kirsten Baldwin-Wilson began in Teen.

A. Vernola reported a focus in recent months has been participation in professional development opportunities. She listed outcomes including ongoing participation in the

ONEplace nonprofit leadership academy and programs and partnerships with the Face-Off Theater Company and Speak it Forward / Kinetic Effect. Overall, she described recent developments as efforts to rebuild a youth voice in programming and take advantage of networking opportunities.

Moving forward, priorities include identifying existing youth advisory groups, investigating a variety of regular gaming and craft opportunities at all KPL locations, and preparing for the Summer Reading Challenge.

Discussion: C. TenBrink asked how many teens regularly visit the teen room at Central Library after school. A. Vernola said there is a general crowd of five to ten who tend to show up on a daily basis. C. TenBrink also asked how teen programs and services are promoted to teens. A. Vernola stated while there is some use of social media for this purpose, signs and flyers tend to be effective as well. She also stated that taking advantage of opportunities to address teens in schools has been worthwhile.

L. Godfrey asked whether A. Vernola had any specific ideas for alterations to the teen space at Central. A. Vernola said the first step was making all the games accessible. She then shared plans to create a space for teen events and information to be posted, eliminate one of the catalog computers, purchase modular tables to increase the flexibility of the seating areas, and place book displays near the video game station. She also shared an idea to convert the rear half of the teen staff offices, which are not being fully utilized into additional teen patron space. Lastly, A. Vernola stated that she wishes to create a space where teens could eat.

J. VanderRoest asked whether there was any coordination between Teen Services and area schools for assistance with assignments. A. Vernola stated that would be an excellent connection to make, but as far as she knows, such a relationship has never truly existed. She said working with Kalamazoo Public Schools can be difficult since while both KPS high schools have a school librarian, only one middle school does.

J. VanderRoest then asked what the gender breakdown for usual teen patrons has been as of late. A. Vernola stated that regular patrons tend to be male. J. VanderRoest said he found that interesting as, historically, girls have been the more numerous demographic. A. Vernola stated more girls have been coming to craft-related programs and while they also appreciate gaming opportunities, they tend to play different games. J. VanderRoest asked whether gaming generally consists of table top games or video games. A. Vernola said both types have been available. She added that a recent Harry Potter themed trivia program was *very* successful.

C. TenBrink stated that in the past, KPL librarians would visit KPS classrooms to discuss the Summer Reading Games. She suggested that procedure be revisited. A. Vernola said she has met with school librarians for this purpose and hopes to create unified outreach protocol for all of Teen Services.

V. Wright then shared her enthusiasm for the recent Jason Reynolds author visit and said she found it very exciting that such a wide group of ages were in attendance.

J. VanderRoest asked whether there were any specific initiatives just for teens this year in regards to *Reading Together*. A. Vernola said they tried a book club earlier in the year, but she

felt that Orphan Train may not have appealed to teens as much as they had hoped, and that the timing and scheduling of the book club could have been improved. She then said they plan to try again with all of that in mind.

Disposition: Trustees thanked A. Vernola for her report.

E. Legislative Update – Diane Schiller

Report: D. Schiller began her report with the news that the Executive Director of the MLA recently put out a notice that coalition attorneys working in opposition to House Bill 269 are currently in negotiations with the Secretary of State and the Attorney General to come to an accord regarding the sixty day ban on discussion of millage specifics prior to an election.

Her next point regarded the so-called ‘dark store’ legislation efforts. She stated a house bill has been introduced by a representative from Portage and referred to the Tax Policy Committee. There is no meeting scheduled yet.

Additionally, paid sick leave petition efforts have been revived. She said to expect to see individuals around town seeking signatures.

She then stated the recent series of bills regarding tax captures pertinent to public libraries have passed through the Senate and are now in the Tax Policy Committee in the House of Representatives. Pushback seems to now concentrate on the DDAs and TIFFs not wanting a comprehensive approach to tax captures, but rather individual approaches for specific types of captures.

Responding to trustees’ request for information regarding firearm legislation, D. Schiller stated there were approximately fifteen individual pieces of such legislation in various committees. None currently have any meetings scheduled.

Discussion: J. VanderRoest asked for the ‘nutshell’ version of the dark store bill. D. Schiller stated it seeks to redefine the basis for the tax assessment by the Michigan Tax Tribunal to the highest and best-use appraisal practices.

J. VanderRoest then asked how many of the firearm legislation pieces seemed to support the goals of firearm lobbyists. D. Schiller said that was not immediately evident, but the bills discussed things such as sentencing guidelines, concealed carry waivers, definitions of ‘public areas’, and the creation of pistol-free zones.

Disposition: Trustees thanked D. Schiller for her report.

F. PLA Experience – Bob Brown & Kerria Randolph

Report: R. Brown and K. Randolph thanked the Kalamazoo Public Library for making their attendance of the Public Library Association Conference possible. They also thanked the KPL staff who also went.

R. Brown stated he focused on programs and sessions that related to maker spaces. He stated he found it interesting that low-tech maker programs seemed to be highlighted throughout the conference. The focus, he said, was on helping patrons identify things they'd like to make, regardless of the equipment or tools required and empowering them to do so. He stated he was left with an impression that employing or partnering with artists-in-residence can be very helpful in this process. He also stated that it was rewarding to hear the sorts of programs and services which KPL provides being discussed at the conference.

K. Randolph stated he focused on sessions around the themes of diversity and outreach. He stated he was pleased to be able to see the ways in which KPL embraces those themes within the grander context of public libraries in general. He also said he appreciated being able to hear personal stories from individuals presenting at the *We Need Diverse Books* luncheon.

He went on to say that it was good to see how close-knit the KPL team that attended PLA seemed to be, and how well-represented KPL was at the conference. He stated everywhere he went, other library professionals seemed to recognize Kevin King, head of Branch and IT Services.

Disposition: President Caple thanked R. Brown and K. Randolph for their report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated there had been a meeting to review the close estimate budgets. There will be another meeting in May to discuss the preliminary budget for fiscal year 2016 -2017.
- B. *Personnel Committee* – V. Wright thanked trustees for returning Director Rohrbaugh's annual evaluations. She also said there is a meeting scheduled for early May.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh began by drawing trustees' attention to a handful of items regarding the Friends of Kalamazoo Public Library's annual meeting, which focuses on volunteer appreciation.

She then stated the May board meeting will take place at the Oshtemo Branch Library. The new public service desk should be installed at Oshtemo by that time, but unfortunately, the flooring will not be in place. She said there will be tour of the space following the meeting.

Director Rohrbaugh then mentioned a number of recent events which were well-received. She stated while the weather may not have been desirable for Spring Break, it may have contributed to good library event attendance numbers. She went on to say that a new one-on-one

genealogy program model proved to be very successful and will be used again in the future.

She was pleased to announce that Central Library and the Oshtemo Branch Library have been selected as beta test sites for Johnson Controls' latest building automation software. This means the upgrade will be free and additional technical support will be available to Facilities Management staff during the test.

Lastly, Director Rohrbaugh thanked R. Brown and K. Randolph for attending the PLA conference and said she was pleased to hear that both were energized and validated by their experience.

Discussion: V. Wright asked why circulation statistics seemed to be trending downwards. Director Rohrbaugh said KPL staff had been thinking about that for some time. In the case of circulation of digital media, the consensus seems to be that streaming services such as Netflix and Amazon Prime have made in-roads into the circulation of DVDs and CDs.

J. VanderRoest said that it certainly still appears as though circulation numbers are still quite high. Director Rohrbaugh voiced her agreement and went on to say that print resource circulation seems to be holding steady.

L. Godfrey asked what might contribute to decline in database usage. Director Rohrbaugh said she could not point to any specific trend that might account for that decline. L. Godfrey said it seemed unusual to see a sudden drop in interest in those services from last year. President Caple stated, as far as he knew, there had been no large-scale changes to KPL database subscriptions in the last year. Director Rohrbaugh indicated that was the case.

J. VanderRoest asked whether lack of home access to some of the databases might be contributing to that decline. Director Rohrbaugh stated that was a possibility and mentioned that Michael Cockrell and Caitlin Hoag might know more.

V. Wright asked whether the twentieth anniversary of the Friends Bookstore would be celebrated with a public event. Janice Snell, a Friends of KPL Board Representative, said she was unsure whether a celebration beyond the annual meeting had been planned.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright reiterated her satisfaction with the Jason Reynolds visit, and said she was very pleased with how motivational his speech was. She also stated that she always finds it exciting to hear reports from PLA attendees.
- C. TenBrink had no comments.
- K. Randolph thanked the library again for making his attendance of the PLA conference possible and that, as Director Rohrbaugh had stated earlier, he found it to be an energizing experience.
- R. Brown also thanked the library for sending him to PLA.

- J. VanderRoest stated that in regards to D. Schiller’s report on firearm legislation efforts, and as someone who has a concealed carry permit, he cannot imagine why any patron would feel the need to bring deadly force into a public library setting. Director Rohrbaugh indicated the philosophy seems to be that individuals who carry at the library and in other public places are those who feel as though they are ‘good guys’ who are there to prevent a tragedy from taking place. R. Brown stated that attitude is alarming considering the number of trained police officers routinely suspected of the misapplication of deadly force. J. VanderRoest said the library is not a location where those with proper training would feel comfortable applying deadly force due to the number of bystanders. L. Godfrey stated that she believes true change will only occur not at the legislative level, but at the judicial level, when the language regarding the second amendment is interpreted accurately. President Caple stated his agreement regarding the inherent danger posed by self-identifying ‘good guys’.
- President Caple thanked R. Brown and K. Randolph for finding the time to attend the PLA conference. He also expressed his satisfaction with recent changes to the KPL mobile app, which have made it much more user-friendly.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:11 P.M.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:58 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:59 P.M.

X _____
Kerria Randolph
Secretary

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: May 23, 2016

Retirements

JD Andersen has announced her retirement effective June 30, 2016. JD currently holds the S-T position of ILS Systems Specialist in the Technical & Circulation Services Department. She has been employed with the library since January 1991.

Carol Conrad has announced her retirement effective June 30, 2016. Carol currently holds the S-T position of Accounting & Payroll Specialist. She began her employment with the library as a part-time staff member in 1969.

New Hire

Milan Harden joined the salaried staff in the KPLA FTE 0.5 Library Associate position in the Adult Services Department effective May 1, 2016. Milan has worked as a library aide at the Washington Square branch since December 2015 and recently completed an internship at Portage Public Library.

Employee Transfer

Jim Clarey will transfer into the S-T FTE 1.0 ILS Specialist position vacated by JD Andersen's retirement effective July 1, 2016. Jim currently holds the S-T FTE 1.0 position of Web Systems Specialist. Jim has been employed with the library since June 1995.

Hourly staff

New Hires

Henry Wagerson – Desktop Systems Support Intern

Ryan Turner – Hub Intern

Sean Hammontree – Library aide

Separations

Carly Butterworth – Hub Intern
Roque Infanzon-Mendoza – Library aide
Sharon Linders – Library aide
Brea Foster – Tech Intern
Khaneesha Lockridge – Tech Intern
Katarina Renaldi – Library aide

Employee Anniversaries

- David DeVries – 47 yrs.
- Amy Chase – 18 yrs.
- Sarah Nyenhuis – 18 yrs.
- Michael Cockrell – 17 yrs.
- Amy Clark – 13 yrs.
- Derek Johnson – 5 yrs.
- Autumn Muir – 3 yrs.
- Andrea Siferd – 3 yrs.
- Catherine Lewis – 3 yrs.
- Russell Brand – 2 yrs.
- Nas L’Bert – 1 yr.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month
Ending April 30, 2016**

DATE: May 23, 2016

Recommendation:

I recommend the Board accept the Financial Reports for the month ending April 30, 2016.

Executive Summary:

Notes to the reports are included for your information.

Jim VanderRoest, Treasurer

Kalamazoo Public Library
Financial Reports for April 2016

Combined Trial Balance

Prepaid items rose from \$179,366 as of March 31st to \$231,887 as of April 30th due prepayment of the library property and liability insurance to Berends Hendricks & Stuit. Accounts receivable recognizes the January-March law library contract invoice for \$16,273 due from Kalamazoo County.

Sources and Uses of Funds

Electronic Transfers

Sources of funds included \$904,167 for current year property tax receipts from the City of Kalamazoo's final settlement for tax year 2015. The State of Michigan also remitted \$137,388 to support the Michigan Public Schools Retirement System (MPSERS) unfunded accrued liability stabilization invoice of exactly the same amount that had arrived the week previously. As of April 30th, total pooled cash and investments totaled \$10,712,725.

Electronic Transfers

Electronic transfers totaled a net \$483,095 to support payroll and benefit payments.

General Operating Fund

Revenue recognized as of April 30th represents 93.6% of the Close Estimate Budget. Revenue yet to be received includes the final receipt of 2015 property tax revenue from the Kalamazoo County revolving tax fund which guarantees one hundred percent receipt of real property tax revenue, State Aid to Public Libraries from the State of Michigan, the final six months of the District Court Penal Fines, and regular monthly receipts for library fines and fees and interest income.

Expenditures totaled 79.18% of the Close Estimate Budget and are well within budgeted category limits. The transfers to other funds will be booked during the month of May.

Capital Improvement Plan

While no expenditures were recognized in the Capital Improvement Plan during the month of April, outstanding purchase orders total \$55,444 as of the end of the month for a variety of projects including the new service desk and associated carpet and furniture for Oshtemo branch, remaining balances on the Central Freight Elevator, Security Systems, and the Telephone System, the Eastwood dropped ceiling. Remaining fund balance after encumbrances totaled \$1,613,585 as of April 30th.

Special Revenue Funds

Several gifts were received in Ready to Read and the Library Gifts project totaling \$322.65. Expenditures were concentrated in the payment of three \$1,000 scholarships received by library staff members from the Friends of the Library and miscellaneous mini-grant expenditures also funded by the Friends.

Endowment Fund

March dividends received totaled \$2,478 in the Endowment Fund. Market values recovered by approximately half of prior losses with the net change fiscal year to date totaling \$144,373.

**Kalamazoo Public Library
Combined Balance Sheet
April 30, 2016**

	General Operating	Capital Improvement	Special Revenue	Endowment
Assets				
Cash & Equivalents				
Cash & Checking	\$7,311,320.53	\$1,669,029.90	\$104,726.85	\$750,080.13
Investments	\$1,627,897.97	\$0.00	\$78,087.65	\$3,057,171.95
Total Cash & Equivalents	\$8,939,218.50	\$1,669,029.90	\$182,814.50	\$3,807,252.08
Accounts Receivable				
Accounts Receivable	\$16,934.51	\$0.00	\$0.00	\$0.00
Total	\$16,934.51	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$231,887.94	\$0.00	\$0.00	\$0.00
Total Other	\$231,887.94	\$0.00	\$0.00	\$0.00
Total Assets	\$9,188,040.95	\$1,669,029.90	\$182,814.50	\$3,807,252.08
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$3,866.00	\$0.00	\$580.72	\$0.00
Salaries Payable	\$5,697.50	\$0.00	\$0.00	\$0.00
Retirement Payable	\$37,538.12	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$47,101.62	\$0.00	\$580.72	\$0.00
Net Assets				
Fund Balance	\$9,140,939.33	\$1,669,029.90	\$182,233.78	\$3,807,252.08
Total	\$9,140,939.33	\$1,669,029.90	\$182,233.78	\$3,807,252.08
Total Liabilities & Fund Balance	\$9,188,040.95	\$1,669,029.90	\$182,814.50	\$3,807,252.08

KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending April 30, 2016

		April
BEGINNING CASH BALANCE *		\$ 10,639,467
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 905,557	
IFT/CFT, PILOT receipts	\$ 12,428	
State Aid/Renaissance Zone Reimbursement	\$ 137,388	
USF Refund/Law Library Contract/District Ct. Penal Fines	\$ 1,566	
Interest Income	\$ 2,232	
Library Fines & Fees	\$ 12,949	
Other Sources: Gifts, Grants, & Reimbursements	\$ -	
Other Gifts (Ready to Read, etc)	\$ 323	
TOTAL SOURCES OF CASH		\$ 1,072,442
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (420,705)	
Benefits	\$ (302,575)	
Materials	\$ (64,153)	
Operating Expenditures	\$ (13,117)	
Facilities	\$ (51,595)	
Technical Services	\$ (20,105)	
Purchased Services	\$ (47,255)	
Other	\$ (79,680)	
Capital Expenditures	\$ -	
Transfer to Kalamazoo Community Foundation	\$ -	
TOTAL USES OF CASH		\$ (999,185)
 ENDING CASH		\$ 10,712,725
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General	\$ 340,009	
Flagstar General	\$ 1,351,618	
First National NOW & ACH Transfer Accounts	\$ 653,266	
Fifth Third Arcadia Admin	\$ 6,921	
Midwest Business Exchange Account/Paypal	\$ 17,913	
Pooled Cash Accounts		\$ 2,369,727
 <u>Pooled Investments</u>		
Flagstar Bank MM & CD's	\$ 1,067,231	
First National Bank MM, ICS Savings, & CD's	\$ 7,275,767	
Pooled Investment Accounts		\$ 8,342,998
 Total Pooled Cash & Investments		\$ 10,712,725

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
April 2016**

Date	Description	From	To	Amount
4/1/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
4/5/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,042.02)
4/6/2016	MERS Employer Contribution	1st National Bank	Municipal Employees Retirement System	\$ (29,484.33)
4/6/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,874.91)
4/11/2016	CD Maturity Flagstar Bank	Flagstar Bank		\$ (506,852.27)
4/11/2016	CD Reinvestment 91 days .5%		Flagstar Bank	\$ 507,745.95
4/12/2016	Transfer to 1st National ACH	1st National Checking		\$ (50,000.00)
4/12/2016	Transfer from 1st National Checking		1st National ACH	\$ 50,000.00
4/15/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,207.50)
4/15/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,503.75)
4/15/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,229.84)
4/15/2016	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (859.00)
4/15/2016	ADP Payroll 4/15/2016	Flagstar General	Net Payroll - ADP 4/15/2016	\$ (144,228.55)
4/15/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
4/15/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
4/15/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,516.29)
4/15/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,579.77)
4/15/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,026.27)
4/19/2016	MPERS Employer Contributions	1st National Bank	MPERS	\$ (12,616.87)
4/19/2016	Transfer to 1st National ACH	1st National Checking		\$ (150,000.00)
4/19/2016	Transfer from 1st National Checking		1st National ACH	\$ 150,000.00
4/22/2016	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (1,039.77)
4/27/2016	Transfer to 1st National Limited ACH	1st National Checking		\$ (6,700.00)
4/27/2016	Transfer from 1st National Checking		1st National Limited ACH	\$ 6,700.00
4/29/2016	Transfer to Arcadia Checking	Fifth Third Checking		\$ (2,500.00)
4/29/2016	Transfer from Fifth Third Checking		Arcadia Checking	\$ 2,500.00
4/29/2016	403B Employee Contributions	1st National ACH	Journey Retirement Services - Employee Accts	\$ (6,610.78)
4/29/2016	Employee Health Equity H.S.A.	1st National Bank	Health Equity Employee Accounts	\$ (4,403.75)
4/29/2016	ADP Payroll 3/31/2016	Flagstar General	Net Payroll - ADP 3/31/2016	\$ (141,046.07)
4/29/2016	Union Dues	5/3 General Check	KPLA/KPLSP Union Treasurers	\$ (2,229.84)
4/29/2016	Child Support	Flagstar General	ADP to State of Michigan Disbursement Center	\$ (307.63)
4/29/2016	Garnishments	Flagstar General	ADP to various	\$ (309.30)
4/29/2016	Employee/Employer Social Security	Flagstar General	ADP to SSA/IRS	\$ (30,574.27)
4/29/2016	Federal Withholding Taxes	Flagstar General	ADP to SSA/IRS	\$ (18,799.98)
4/29/2016	Michigan Withholding Taxes	Flagstar General	ADP to State of Michigan	\$ (7,022.59)
Total Electronic Transfers April 2016				\$ (483,095.33)

**Kalamazoo Public Library
General Operating Fund
April 30, 2016**

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$905,465.72	\$0.00	\$10,040,039.73	\$10,448,240.00	(\$408,200.27)	96.09%
Other Taxes	\$12,518.80	\$0.00	\$117,726.20	\$113,634.00	\$4,092.20	103.60%
Fines and Fees	\$12,948.99	\$0.00	\$178,611.85	\$215,000.00	(\$33,388.15)	84.25%
District Court Penal Fines	\$0.00	\$0.00	\$113,906.16	\$255,000.00	(\$141,093.84)	44.67%
Local Support	\$1,565.82	\$0.00	\$154,233.32	\$228,000.00	(\$73,766.68)	67.65%
Interest Income	\$2,231.86	\$0.00	\$11,148.10	\$15,000.00	(\$3,851.90)	74.32%
State Aid and Reimbursements	\$137,388.28	\$0.00	\$138,388.28	\$211,388.00	(\$72,999.72)	65.47%
Other	\$16,273.70	\$0.00	\$84,517.70	\$96,600.00	(\$12,082.30)	87.49%
Total Revenue	\$1,088,393.17	\$0.00	\$10,838,571.34	\$11,582,862.00	(\$741,290.66)	93.60%
Expenditures						
Salaries						
Administrator Salaries	\$55,432.26	\$0.00	\$556,572.55	\$667,450.00	\$110,877.45	83.39%
Librarian Salaries	\$110,229.57	\$0.00	\$1,109,112.03	\$1,340,910.00	\$231,797.97	82.71%
Supervisory Technical Salaries	\$61,906.37	\$0.00	\$591,986.88	\$721,600.00	\$129,613.12	82.04%
Library Assistant Salaries	\$128,089.61	\$0.00	\$1,295,639.56	\$1,573,355.00	\$277,715.44	82.35%
Hourly Staff	\$53,677.49	\$0.00	\$479,514.00	\$654,355.00	\$174,841.00	73.28%
Substitute Salaries	\$5,730.55	\$0.00	\$52,588.55	\$92,625.00	\$40,036.45	56.78%
Vacancy Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total	\$415,065.85	\$0.00	\$4,085,413.57	\$5,050,295.00	\$964,881.43	80.89%
Benefits						
Employee Insurance	\$86,040.40	\$0.00	\$859,412.23	\$1,049,345.00	\$189,932.77	81.90%
Retirement	\$189,656.28	\$0.00	\$763,484.82	\$893,598.00	\$130,113.18	85.44%
Employer FICA-Medicare	\$30,545.25	\$0.00	\$306,097.67	\$386,445.00	\$80,347.33	79.21%
Other Benefits	\$2,620.36	\$0.00	\$45,432.63	\$63,235.00	\$17,802.37	71.85%
Total	\$308,862.29	\$0.00	\$1,974,427.35	\$2,392,623.00	\$418,195.65	82.52%
Materials						
Adult Books	\$32,702.67	\$27,384.10	\$361,394.16	\$511,650.00	\$150,255.84	70.63%
Juvenile Books	\$7,770.30	\$6,211.64	\$80,960.06	\$98,205.00	\$17,244.94	82.44%
Periodicals	\$718.65	\$0.00	\$36,782.14	\$47,751.00	\$10,968.86	77.03%
Audio-Visual Material	\$23,371.50	\$35,151.95	\$261,335.75	\$345,160.00	\$83,824.25	75.71%
Digital Materials	\$362.73	\$0.00	\$137,065.90	\$154,365.00	\$17,299.10	88.79%
Total	\$64,925.85	\$68,747.69	\$877,538.01	\$1,157,131.00	\$279,592.99	75.84%
Facilities						
Fuel	\$4,213.09	\$0.00	\$34,360.99	\$66,800.00	\$32,439.01	51.44%
Electricity	\$14,415.27	\$0.00	\$150,084.37	\$191,500.00	\$41,415.63	78.37%
Water	\$367.01	\$0.00	\$3,463.25	\$5,850.00	\$2,386.75	59.20%
Custodial Supplies	\$4,451.28	\$480.00	\$52,368.59	\$76,750.00	\$24,381.41	68.23%
Grounds Maintenance	\$6,113.00	\$2,075.00	\$33,696.15	\$48,196.00	\$14,499.85	69.91%
Vehicle Maintenance	\$64.70	\$0.00	\$3,707.45	\$5,500.00	\$1,792.55	67.41%
Building Repair	\$9,223.25	\$2,046.81	\$63,311.77	\$107,055.00	\$43,743.23	59.14%
Building Operations	\$13,867.13	\$13,279.00	\$115,392.53	\$133,055.00	\$17,662.47	86.73%
Total	\$52,714.73	\$17,880.81	\$456,385.10	\$634,706.00	\$178,320.90	71.91%

**Kalamazoo Public Library
General Operating Fund
April 30, 2016**

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Operating Expenses						
Supplies	\$4,429.23	\$4,861.62	\$58,684.65	\$97,875.00	\$39,190.35	59.96%
Misc. Operating Expenses	\$6,824.77	\$464.09	\$77,352.60	\$112,928.00	\$35,575.40	68.50%
Postage & Freight	\$1,245.69	\$0.00	\$30,646.92	\$42,750.00	\$12,103.08	71.69%
Rent	\$2,981.19	\$0.00	\$26,661.90	\$32,100.00	\$5,438.10	83.06%
Processing Supplies	\$1,788.47	\$22,877.97	\$41,814.03	\$52,140.00	\$10,325.97	80.20%
Total	\$17,269.35	\$28,203.68	\$235,160.10	\$337,793.00	\$102,632.90	69.62%
Technical Services						
F&E Repair & Maintenance	\$3,163.81	\$2,196.56	\$39,177.10	\$60,365.00	\$21,187.90	64.90%
Telecommunications	\$10,574.45	\$0.00	\$82,255.06	\$103,712.00	\$21,456.94	79.31%
Software as Service	\$3,017.81	\$2,084.00	\$184,185.36	\$194,261.00	\$10,075.64	94.81%
Software Licensing & Maint.	\$581.00	\$0.00	\$196,292.64	\$237,657.00	\$41,364.36	82.59%
Cataloging & Processing	\$4,249.65	\$0.00	\$61,474.48	\$85,300.00	\$23,825.52	72.07%
Total	\$21,586.72	\$4,280.56	\$563,384.64	\$681,295.00	\$117,910.36	82.69%
Purchased Services						
Security	\$12,182.32	\$0.00	\$115,616.53	\$164,580.00	\$48,963.47	70.25%
Insurance	\$17,200.98	\$0.00	\$82,625.30	\$89,000.00	\$6,374.70	92.84%
Legal Services	\$672.00	\$0.00	\$1,068.00	\$15,000.00	\$13,932.00	7.12%
Contracted Services	\$9,546.51	\$0.00	\$109,973.33	\$169,586.00	\$59,612.67	64.85%
Printing Services	\$2,546.00	\$0.00	\$79,040.01	\$96,500.00	\$17,459.99	81.91%
Advertising	\$6,059.34	\$0.00	\$55,160.10	\$55,500.00	\$339.90	99.39%
Total	\$48,207.15	\$0.00	\$443,483.27	\$590,166.00	\$146,682.73	75.15%
Other Expenditures						
Tax Charge Backs	\$1,327.26	\$0.00	\$43,293.96	\$50,000.00	\$6,706.04	86.59%
Staff Development	\$431.60	\$0.00	\$19,167.67	\$41,232.00	\$22,064.33	46.49%
Travel & Conference	\$4,301.91	\$0.00	\$29,704.37	\$58,731.00	\$29,026.63	50.58%
Board Expenses	\$282.62	\$0.00	\$4,262.52	\$8,080.00	\$3,817.48	52.75%
Programming Expenditures	\$12,541.04	\$0.00	\$113,531.80	\$169,275.00	\$55,743.20	67.07%
Total	\$18,884.43	\$0.00	\$209,960.32	\$327,318.00	\$117,357.68	64.15%
Total	\$947,516.37	\$119,112.74	\$8,845,752.36	\$11,171,327.00	\$2,325,574.64	79.18%
Transfers						
Transfers In						
Transfers from other funds	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Total Transfers In	\$0.00	\$0.00	\$0.00	(\$3,090.00)	(\$3,090.00)	0.00%
Transfers Out						
Transfers to other funds	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%
Total	\$0.00	\$0.00	\$0.00	\$596,910.00	\$596,910.00	0.00%
BEGINNING FUND BALANCE	\$9,000,062.53	\$0.00	\$7,029,007.61	\$7,029,007.61	\$0.00	100.00%
NET SURPLUS/(DEFICIT)	\$140,876.80	(\$130,682.57)	\$1,981,249.15	(\$185,375.00)	\$2,166,624.15	(1168.78%)
ENDING FUND BALANCE	\$9,140,939.33	(\$130,682.57)	\$9,010,256.76	\$6,843,632.61	\$2,166,624.15	31.66%

Kalamazoo Public Library
Capital Improvement Plan
 April 30, 2016

	Actual	Encumbrance	Year-to-Date +Encumbrance	Budget	Variance
Revenue					
Local Revenue					
Other Local Gifts & Grants					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$97,572.00	\$97,572.00
Central Library					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328.00	\$5,328.00
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016.00	\$1,016.00
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344.00	\$6,344.00
Branch Libraries					
815 - Workspaces & Public Areas-Oshtemo	\$0.00	\$17,135.00	\$27,356.40	\$40,000.00	\$12,643.60
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Total Branch Libraries	\$0.00	\$17,135.00	\$27,356.40	\$41,200.00	\$13,843.60
System-Wide Projects					
814 - Chairs - Multiple Departments	\$0.00	\$3,339.49	\$5,344.08	\$6,294.00	\$949.92
Total System-Wide Projects	\$0.00	\$3,339.49	\$5,344.08	\$6,294.00	\$949.92
Total Furniture & Equipment	\$0.00	\$20,474.49	\$32,700.48	\$151,410.00	\$118,709.52
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$118,352.00	\$118,352.00
Structural Projects					
805 - Central-Marble Tile Maintenance	\$0.00	\$0.00	\$47,400.00	\$47,400.00	\$0.00
828 - Eastwood Roof Repair	\$0.00	\$0.00	\$18,210.32	\$18,210.00	(\$0.32)
Total Structural Projects	\$0.00	\$0.00	\$65,610.32	\$65,610.00	(\$0.32)
Mechanical Projects					
841 - Central Louvers on AHU-2	\$0.00	\$0.00	\$11,200.00	\$11,200.00	\$0.00
887 - Generators-all sites	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
895 - Central Freight Elevator	\$0.00	\$6,720.00	\$127,080.00	\$125,000.00	(\$2,080.00)
Total Mechanical Projects	\$0.00	\$6,720.00	\$138,280.00	\$211,200.00	\$72,920.00
Control & Security Systems					
827 - Security Systems	\$0.00	\$3,487.77	\$3,487.77	\$37,517.00	\$34,029.23
842 - Central Lighting Control System	\$0.00	\$0.00	\$61,765.00	\$61,765.00	\$0.00
Total Control & Security Systems	\$0.00	\$3,487.77	\$65,252.77	\$99,282.00	\$34,029.23

Kalamazoo Public Library Capital Improvement Plan

April 30, 2016

	Actual	Encumbrance	Year-to-Date +Encumbrance	Budget	Variance
Other Facilities Projects					
806 - Central Restrooms	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
811 - Carpet Master Plan	\$0.00	\$12,279.16	\$12,279.16	\$97,228.00	\$84,948.84
823 - Oshtemo Building Projects	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
824 - Eastwood Drop Ceiling	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00
893 - Delivery Vehicle	\$0.00	\$0.00	\$25,455.50	\$32,500.00	\$7,044.50
Total Other Facilities Projects	\$0.00	\$19,279.16	\$44,734.66	\$251,728.00	\$206,993.34
Total Building Alterations	\$0.00	\$29,486.93	\$313,877.75	\$746,172.00	\$432,294.25
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Total Computer & Tech. Reserve	\$0.00	\$0.00	\$0.00	\$47,008.00	\$47,008.00
Public Technology & Hardware					
831 - Automation Replacement	\$0.00	\$0.00	\$17,725.82	\$90,069.00	\$72,343.18
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069.00	\$6,069.00
844 - USB Charging Stations	\$0.00	\$0.00	\$1,928.45	\$5,000.00	\$3,071.55
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$3,141.00	\$3,141.00
884 - Digital Lab Equipment	\$0.00	\$0.00	\$119.90	\$6,175.00	\$6,055.10
Total	\$0.00	\$0.00	\$19,774.17	\$110,454.00	\$90,679.83
Portable Technology					
878 - Portable Devices	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Total Portable Technology	\$0.00	\$0.00	\$20,908.33	\$35,618.00	\$14,709.67
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$1,900.00	\$34,900.00	\$33,000.00
855 - Telephone System	\$0.00	\$5,483.03	\$6,883.03	\$13,245.00	\$6,361.97
879 - Office scanners	\$0.00	\$0.00	\$726.24	\$2,284.00	\$1,557.76
Total Other Tech/Computer Equi	\$0.00	\$5,483.03	\$9,509.27	\$50,429.00	\$40,919.73
Server Migration					
856 - Server Migration Project	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
Total Server Migration	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00
RFID/Circulation					
852 - RFID/ILS Equipment	\$0.00	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total RFID/Circulation Tech.	\$0.00	\$0.00	\$13,607.40	\$21,934.00	\$8,326.60
Total Computer & Technology	\$0.00	\$5,483.03	\$63,799.17	\$349,443.00	\$285,643.83
Total Expenditures	\$0.00	\$55,444.45	\$410,377.40	\$1,247,025.00	\$836,647.60
Transfers	\$0.00	\$0.00	\$0.00	\$600,000.00	\$600,000.00
BEGINNING FUND BALANCE			\$2,018,963.00	\$2,018,963.00	\$0.00
NET SURPLUS/(DEFICIT)			(\$405,377.40)	(\$642,025.00)	\$236,647.60
ENDING FUND BALANCE			\$1,613,585.60	\$1,376,938.00	\$236,647.60

Kalamazoo Public Library
Special Revenue Income Statement
 April 30, 2016

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Local Support						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	100.0%
235 - Ready to Read - Spelling Bee	\$200.00	\$0.00	\$17,517.00	\$18,000.00	\$483.00	97.3%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$2,340.00	\$2,500.00	\$160.00	93.6%
308 - Library Gifts	\$122.65	\$0.00	\$872.94	\$750.00	(\$122.94)	116.4%
377 - Friends Mini-Grants - 2016	\$0.00	\$0.00	\$8,012.89	\$8,013.00	\$0.11	100.0%
397 - KCF - Local History and Community Information Agency Fun	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	100.0%
Total Local Support	\$322.65	\$0.00	\$36,292.83	\$36,813.00	\$520.17	98.6%
Other						
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Other	\$0.00	\$0.00	\$1,120.00	\$1,120.00	\$0.00	100.0%
Total Revenue	\$322.65	\$0.00	\$37,412.83	\$37,933.00	\$520.17	98.6%
Expenditures						
Materials						
Adult Books						
301 - Gifts & Memorials - Materials	\$81.20	(\$39.95)	\$1,825.87	\$3,000.00	\$1,174.13	60.9%
Total Adult Books	\$81.20	(\$39.95)	\$1,825.87	\$3,000.00	\$1,174.13	60.9%
Juvenile Books						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$10,229.40	\$12,000.00	\$1,770.60	85.2%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$194.64	\$18,000.00	\$17,805.36	1.1%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$76.42	\$250.00	\$173.58	30.6%
Total Juvenile Books	\$0.00	\$0.00	\$10,500.46	\$30,250.00	\$19,749.54	34.7%
Audio-Visual Material						
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total Audio-Visual Material	\$0.00	\$0.00	\$40.00	\$100.00	\$60.00	40.0%
Total	\$81.20	(\$39.95)	\$12,366.33	\$33,350.00	\$20,983.67	37.1%
Purchased Services						
Contracted Services						
303 - History Room Gifts	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total Contracted Services	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Total	\$0.00	\$0.00	\$1,782.00	\$2,282.00	\$500.00	78.1%
Other Expenditures						
Miscellaneous Disbursements						
233 - Ready to Read - Gifts	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
235 - Ready to Read - Spelling Bee	\$0.00	\$0.00	\$3,025.40	\$4,500.00	\$1,474.60	67.2%
301 - Gifts & Memorials - Materials	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
307 - ONEplace Nonprofit Services	\$0.00	\$0.00	\$0.00	\$922.00	\$922.00	0.0%
308 - Library Gifts	\$0.00	\$0.00	\$0.00	\$4,645.00	\$4,645.00	0.0%
310 - KPL Antiracism Transformation Team	\$0.00	\$0.00	\$3,006.22	\$3,858.00	\$851.78	77.9%
377 - Friends Mini-Grants - 2016	\$3,855.72	\$478.94	\$4,334.66	\$8,013.00	\$3,678.34	54.1%
379 - Friends Mini-Grants 2015	\$0.00	\$0.00	\$1,961.98	\$2,476.00	\$514.02	79.2%
391 - Children's Mini-Grant	\$0.00	\$0.00	\$174.68	\$175.00	\$0.32	99.8%
Total Miscellaneous Disbursements	\$3,855.72	\$478.94	\$12,502.94	\$26,589.00	\$14,086.06	47.0%
Total	\$3,855.72	\$478.94	\$12,502.94	\$26,589.00	\$14,086.06	47.0%
Total	\$3,936.92	\$438.99	\$26,651.27	\$62,221.00	\$35,569.73	42.8%

Kalamazoo Public Library
Special Revenue Income Statement
 April 30, 2016

	April	Encumbrance	Year to Date	Budget	Variance	% Complete
Transfers						
Transfers Out						
4-7902-0-3						
380 - Friends Mini-Grants - Administration	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
Total	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00	0.0%
BEGINNING FUND BALANCE	\$185,848.05	\$0.00	\$171,349.53	\$171,349.53	\$0.00	100.0%
NET SURPLUS/(DEFICIT)	(\$3,614.27)	(\$478.94)	\$10,761.56	(\$27,378.00)	(\$38,139.56)	(39.3%)
ENDING FUND BALANCE	\$182,233.78	(\$478.94)	\$182,111.09	\$143,971.53	(\$38,139.56)	126.5%

**Kalamazoo Public Library
Endowment Fund
Report Date: March 2016**

	6/30/2015		%	3/31/2016		%
	Cost Basis	Market Basis	Cost to Market Increase	Cost Basis	Market Basis	Cost to Market Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 245,427.30	\$ 245,427.30	0.0%	\$ 750,080.13	\$ 750,080.13	0.0%
Stocks	\$ 1,504,405.08	\$ 2,215,734.05	47.3%	\$ 1,459,078.34	\$ 2,039,210.95	39.8%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,490,463.65	0.0%	\$ 1,008,653.56	\$ 1,017,961.00	0.9%
	\$ -	\$ -		\$ -	\$ -	
Total Value	\$ 3,240,591.76	\$ 3,951,625.00	21.9%	\$ 3,217,812.03	\$ 3,807,252.08	18.3%
<u>Fund Balance</u>						
Assigned for Children's Endowment		\$ 20,661.98			\$ 20,661.98	
Kalamazoo Public Library Endowment		\$ 3,930,963.02			\$ 3,786,590.10	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 53,709.03			\$ 32,570.40	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 120,799.84			\$ (158,993.37)	
Arcadia Investment Management Fee/Other		\$ (17,485.69)			\$ (17,949.95)	
Net Change		\$ 157,023.18			\$ (144,372.92)	

Summary:

March market activity on the Endowment portfolio saw a partial recovery of market value. March dividends received totaled \$2,478.

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Budgets**

DATE: May 23, 2016

Recommendation:

I recommend the Board take the following action by separate motions and votes:

1. Receive for review the “General Operating Fund – Preliminary Budget for FY 2016-2017”
2. Approve the “Capital Improvement Plan for the Three Years Ending June 30, 2018”
3. Approve the “Special Revenue Preliminary Budget for FY 2016-2017”

Executive Summary:

General Operating Preliminary Budget for FY 2016-2017

The Preliminary Budget for fiscal year ending June 30, 2017 recognizes a taxable value decrease of 0.82% for 2016-2017. After elimination of non-recurring revenue items from the prior year and the sunset of Renaissance Zone reimbursements, total revenue decreases \$89,018 compared to the prior year.

Salaries and Benefits are budgeted to include the addition of a 1.0 FTE graphic artist position to support marketing and communication efforts, the cost of which is partially offset by a corresponding decrease in the need to contract locally for the graphic artist and design services in Purchased Services. A total compensation reserve has been set aside for salary and benefit changes as of July 1, as well as the continuation of an additional 1.5% of employee salaries to support unfunded liabilities of employee retirement funds in the Municipal Employees Retirement System (MERS). However, the lump sum of \$100,000 approved for payment to MERS in the prior fiscal year has not been repeated in 2016-2017 at this time.

Technical services budgets include costs associated with the addition of a partnership with the Kalamazoo Regional Educational Service Agency (KRESA) for storage and management of the library’s

electronic data.

The preliminary estimate for the operational transfer of support to the Capital Improvement Plan has been reduced by half to \$300,000, with the intention of restoring full funding later in the year if possible. The Preliminary Budget for fiscal year 2016-2017 results in a net of expenditures exceeding revenue by \$117,066 supported by Unassigned Fund Balance.

Special Revenue Fund Preliminary Budget for FY 2016-2017

The Preliminary Budget for FY 2016-2017 continues activities in Ready to Read, Gifts and Memorials, and the Local History and Community Information Service Fund held at the Kalamazoo Community Foundation. Ready to Read includes support for Dr. Robert Needlman's visit in the fall of 2016.

Capital Improvement Plan for the three years ending June 30, 2018

The Capital Improvement Plan encompasses the three years ending June 30, 2018. Estimates for fiscal year 2015-2016 have been revised to move the Server Migration Project funds (\$84,000) from an active project allocation to a reserve. Additional new projects recommended for fiscal year 2016-2017 include additional funds for staff desktop replacements, network infrastructure replacements, AWE Early Learning Station replacements, an expanded allocation for comprehensive public photocopy replacements, and funding to design and investigate smart-drop placement at Oshtemo.

These budgets have been reviewed and are supported by the Finance and Budget committee. The Personnel Committee has reviewed and supports the staffing and personnel related aspects of these budgets.

**Kalamazoo Public Library
General Operating Fund
Preliminary Budget
Fiscal year ending June 30, 2017**

	FY 14/15 <u>Actuals</u>	FY 15/16 <u>Preliminary Budget</u>	FY 15/16 <u>Close Estimate Budget</u>	FY 16/17 <u>Preliminary Budget</u>	Variance <u>to Prior</u>	%
Revenue						
Property Taxes	\$ 10,451,231	\$ 10,532,409	\$ 10,561,874	\$ 10,493,856	\$ (68,018)	-0.6%
State Grants and Reimbursements	\$ 223,334	\$ 74,000	\$ 211,388	\$ 211,388	\$ -	0.0%
Charges for Services	\$ 179,346	\$ 175,000	\$ 215,000	\$ 180,000	\$ (35,000)	-16.3%
District Court Penal Fines	\$ 273,904	\$ 255,000	\$ 255,000	\$ 255,000	\$ -	0.0%
Other Revenue	\$ 350,879	\$ 336,600	\$ 339,600	\$ 353,600	\$ 14,000	4.1%
Total Revenue	\$ 11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 11,493,844	\$ (89,018)	-0.8%
Expenditures						
Salaries & Benefits	\$ 6,985,232	\$ 7,214,450	\$ 7,442,918	\$ 7,560,053	\$ (117,135)	-1.6%
Materials	\$ 1,056,874	\$ 1,142,376	\$ 1,157,131	\$ 1,187,323	\$ (30,192)	-2.6%
Facilities	\$ 545,713	\$ 631,061	\$ 634,706	\$ 820,384	\$ 14,322	2.3%
Operating Expenses	\$ 270,702	\$ 348,793	\$ 337,793	\$ 351,393	\$ (13,600)	-4.0%
Technical Services	\$ 479,084	\$ 658,606	\$ 681,295	\$ 700,945	\$ (19,650)	-2.9%
Purchased Services	\$ 513,881	\$ 605,108	\$ 590,166	\$ 564,756	\$ 25,410	4.3%
Other	\$ 221,563	\$ 313,799	\$ 327,318	\$ 326,351	\$ 967	0.3%
Total Operating Expenditures	\$ 10,073,050	\$ 10,914,193	\$ 11,171,327	\$ 11,311,205	\$ (139,878)	-1.3%
Excess (Deficiency) of Revenue Over Expenditures	\$ 1,405,644	\$ 458,816	\$ 411,535	\$ 182,639	\$ (228,896)	
Operating Transfers						
Transfers to/from Other Funds/Prior adjustments	\$ -	\$ -	\$ (3,099)	\$ -	\$ (3,099)	
Transfers to Capital Improvement Plan	\$ 600,000	\$ 400,000	\$ 600,000	\$ 300,000	\$ 300,000	
Transfer to Bond Issues Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures & Transfers	\$ 10,673,050	\$ 11,314,193	\$ 11,768,228	\$ 11,611,205	\$ 157,023	
Excess (Deficiency) of Revenue and Other Sources Over Expenditures and Other Uses	\$ 805,644	\$ 58,816	\$ (185,366)	\$ (117,361)	\$ 68,005	
Beginning Fund Balance	\$ 6,225,171	\$ 6,345,761	\$ 7,030,815	\$ 6,845,449	\$ (185,366)	
Ending Fund Balance						
Non-spendable Prepaid Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	
Restricted ONEplace grants	\$ 252,225	\$ 167,276	\$ 256,293	\$ 256,293	\$ -	
Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -	
Unassigned Fund Balance	\$ 2,978,590	\$ 2,437,301	\$ 2,789,156	\$ 2,671,795	\$ (117,361)	
Total Ending Fund Balance	\$ 7,030,815	\$ 6,404,577	\$ 6,845,449	\$ 6,728,088	\$ (117,361)	

Kalamazoo Public Library's Property Tax Revenue is based upon a maximum allowable 3.9583 mills levied for operating purposes.

Budget Overview

The Preliminary Budget for fiscal year ending June 30, 2017 recognizes a taxable value decrease of 0.82% for 2016-2017. After elimination of non-recurring revenue items from the prior year and the sunset of Renaissance Zone reimbursements, total revenue decreases \$89,018 for fiscal year ending June 30, 2017.

The Preliminary Budget includes the addition of a 1.0 FTE graphic artist position to support marketing and communication efforts, the cost of which is partially offset by a corresponding decrease in the need to contract locally for the graphic artist and design services in Purchased Services. Salaries and benefits are budgeted per current contracts with a total compensation reserve set aside for changes as of July 1. An additional 1.5% of employee salaries continues to support unfunded liabilities of employee retirement funds in the Municipal Employees Retirement System (MERS) for the year. However, the lump sum of \$100,000 approved for payment to MERS in the prior fiscal year has not been repeated in 2016-2017 at this time.

The Technical Services budget category includes costs associated with the addition of a partnership with KRESA (Kalamazoo Regional Educational Service Agency) for storage and management of the library's electronic data.

The preliminary estimate for the operational transfer of support to the Capital Improvement Plan has been reduced by half to \$300,000, with the intention to increase that support later in the year if possible.

The Preliminary Budget for fiscal year 2016-2017 results in a net of expenditures exceeding revenue by \$117,066, supported by Unassigned Fund Balance.

**Kalamazoo Public Library
Supplementary Information
Fiscal Years Ending June 30, 2017**

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2017

	FY 14/15 <u>Actuals</u>	FY 15/16 <u>Preliminary Budget</u>	FY 15/16 <u>Close Estimate Budget</u>	FY 16/17 <u>Preliminary Budget</u>	Variance to <u>Prior</u>
REVENUE					
Property Taxes					
1 City of Kalamazoo	\$ 5,585,022	\$ 5,664,500	\$ 5,664,500	\$ 5,537,389	\$ (127,111)
2 Kalamazoo Township	\$ 1,432,644	\$ 1,445,110	\$ 1,445,110	\$ 1,437,306	\$ (7,804)
3 Oshtemo Township	\$ 2,819,707	\$ 2,873,430	\$ 2,873,430	\$ 2,924,290	\$ 50,860
4 Texas Township	\$ 421,573	\$ 455,200	\$ 455,200	\$ 467,172	\$ 11,972
5 Total Property Taxes	\$ 10,258,946	\$ 10,438,240	\$ 10,438,240	\$ 10,366,156	\$ (72,084)
6 Less Delinquency Reserve	\$ -	\$ (30,000)	\$ (30,000)	\$ (15,000)	\$ 15,000
7 Plus Delinq. Tax Receipts	\$ 24,285	\$ 10,000	\$ 40,000	\$ 40,000	\$ -
8 Net Property Tax Revenue	\$ 10,283,231	\$ 10,418,240	\$ 10,448,240	\$ 10,391,156	\$ (57,084)
Other Taxes					
Industrial Facilities Tax					
9 City of Kalamazoo	\$ 67,258	\$ 67,000	\$ 67,000	\$ 67,000	\$ -
10 Kalamazoo Township	\$ 10,450	\$ 10,500	\$ 10,500	\$ 10,500	\$ -
11 Oshtemo Township	\$ 4,300	\$ 4,200	\$ 4,200	\$ 4,200	\$ -
12 Texas Township	\$ -	\$ -	\$ -	\$ -	\$ -
13 Total Industrial Facilities Tax	\$ 82,007	\$ 81,700	\$ 81,700	\$ 81,700	\$ -
14 Renaissance Zone Reimbursement	\$ 21,969	\$ 21,969	\$ 21,434	\$ 1,000	\$ (20,434)
15 Payments in Lieu of Taxes	\$ 64,024	\$ 10,500	\$ 10,500	\$ 20,000	\$ 9,500
16 Total Other Taxes	\$ 168,000	\$ 114,169	\$ 113,634	\$ 102,700	\$ (10,934)
Other Revenue					
17 Misc. Fines & Fees	\$ 179,346	\$ 175,000	\$ 215,000	\$ 180,000	\$ (35,000)
18 State Aid	\$ 223,334	\$ 74,000	\$ 211,388	\$ 211,388	\$ -
19 District Ct. Penal Fines	\$ 273,904	\$ 255,000	\$ 255,000	\$ 255,000	\$ -
20 Law Library Revenue	\$ 62,999	\$ 63,000	\$ 63,000	\$ 65,000	\$ 2,000
21 Universal Service Fund Reimbursement	\$ 33,600	\$ 33,600	\$ 33,600	\$ 48,600	\$ 15,000
22 Friends of KPL & Other Local Revenue	\$ 232,803	\$ 225,000	\$ 228,000	\$ 225,000	\$ (3,000)
23 Interest Income	\$ 21,478	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
24 Total Other Revenue	\$ 1,027,464	\$ 840,600	\$ 1,020,988	\$ 999,988	\$ (21,000)
TOTAL REVENUE	\$ 11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 11,493,844	\$ (89,018)
EXPENDITURES					
Salaries & Wages					
25 Administrative Salaries	\$ 653,714	\$ 653,722	\$ 667,450	\$ 665,190	\$ 2,260
26 Librarian Salaries	\$ 1,260,160	\$ 1,365,580	\$ 1,340,910	\$ 1,353,555	\$ (12,645)
27 Super/Tech Salaries	\$ 681,392	\$ 723,775	\$ 721,600	\$ 786,815	\$ (65,215)
28 Library Assistant Salaries	\$ 1,573,364	\$ 1,617,240	\$ 1,573,355	\$ 1,569,790	\$ 3,565
29 Hourly Salaries	\$ 578,064	\$ 643,122	\$ 654,355	\$ 695,000	\$ (40,645)
30 Substitute Salaries	\$ 85,756	\$ 86,310	\$ 92,625	\$ 89,000	\$ 3,625
31 Vacancy Credit	\$ -	\$ (50,000)	\$ -	\$ (50,000)	\$ 50,000
32 Total Salaries & Wages	\$ 4,832,449	\$ 5,039,749	\$ 5,050,295	\$ 5,109,350	\$ (59,055)
Benefits					
33 Employee Insurances	\$ 996,977	\$ 1,032,006	\$ 1,049,345	\$ 1,060,730	\$ (11,385)
34 Retirement - MPERS, MERS	\$ 737,370	\$ 607,485	\$ 893,598	\$ 787,218	\$ 106,380
35 Employer FICA	\$ 366,227	\$ 384,535	\$ 386,445	\$ 391,755	\$ (5,310)
36 Other Benefits: RPO, V-Exempt, Parking	\$ 52,208	\$ 50,675	\$ 63,235	\$ 61,000	\$ 2,235
37 Total Benefits	\$ 2,152,783	\$ 2,074,701	\$ 2,392,623	\$ 2,300,703	\$ 91,920
38 Compensation Reserves	\$ -	\$ 100,000	\$ -	\$ 150,000	\$ (150,000)
39 Total Salaries & Benefits	\$ 6,985,232	\$ 7,214,450	\$ 7,442,918	\$ 7,560,053	\$ (117,135)

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2017

	FY 14/15 <u>Actuals</u>	FY 15/16 <u>Preliminary Budget</u>	FY 15/16 <u>Close Estimate Budget</u>	FY 16/17 <u>Preliminary Budget</u>	Variance to <u>Prior</u>
Materials					
40 Adult Books	\$ 449,124	\$ 496,600	\$ 511,650	\$ 513,300	\$ (1,650)
41 Children's Books	\$ 92,516	\$ 97,500	\$ 98,205	\$ 103,500	\$ (5,295)
42 Periodicals	\$ 55,443	\$ 53,751	\$ 47,751	\$ 44,876	\$ 2,875
43 Audio-Visual Materials	\$ 300,233	\$ 340,160	\$ 345,160	\$ 368,500	\$ (23,340)
44 Digital Materials	\$ 159,558	\$ 154,365	\$ 154,365	\$ 157,147	\$ (2,782)
45 Total Materials	\$ 1,056,874	\$ 1,142,376	\$ 1,157,131	\$ 1,187,323	\$ (30,192)
Facilities					
46 Fuel	\$ 63,292	\$ 66,800	\$ 66,800	\$ 66,500	\$ 300
47 Electricity	\$ 192,838	\$ 191,500	\$ 191,500	\$ 200,000	\$ (8,500)
48 Water	\$ 5,155	\$ 5,850	\$ 5,850	\$ 5,820	\$ 30
49 Custodial Supplies	\$ 74,352	\$ 76,750	\$ 76,750	\$ 76,200	\$ 550
50 Grounds Maintenance	\$ 36,906	\$ 48,196	\$ 48,196	\$ 38,486	\$ 9,710
51 Vehicle Maintenance	\$ 3,269	\$ 5,500	\$ 5,500	\$ 3,300	\$ 2,200
52 Building Repair	\$ 55,543	\$ 103,410	\$ 107,055	\$ 97,210	\$ 9,845
53 Building Operations	\$ 114,359	\$ 133,055	\$ 133,055	\$ 132,868	\$ 187
54 Total Facilities	\$ 545,713	\$ 631,061	\$ 634,706	\$ 620,384	\$ 14,322
Operating Expenses					
55 Supplies	\$ 83,672	\$ 97,875	\$ 97,875	\$ 97,875	\$ -
56 Misc. Operating	\$ 80,139	\$ 116,928	\$ 112,928	\$ 112,928	\$ -
57 Postage/Freight	\$ 30,166	\$ 39,750	\$ 42,750	\$ 46,350	\$ (3,600)
58 Rent	\$ 31,318	\$ 32,100	\$ 32,100	\$ 34,100	\$ (2,000)
59 Processing Supplies	\$ 45,407	\$ 62,140	\$ 52,140	\$ 60,140	\$ (8,000)
60 Total Supplies	\$ 270,702	\$ 348,793	\$ 337,793	\$ 351,393	\$ (13,600)
Technical Services					
61 F&E Repair & Maintenance	\$ 49,667	\$ 61,115	\$ 60,365	\$ 74,098	\$ (13,733)
62 Telecommunications	\$ 85,580	\$ 89,612	\$ 103,712	\$ 94,830	\$ 8,882
63 Software as a Service	\$ -	\$ 192,161	\$ 194,261	\$ 194,050	\$ 211
64 Software Licensing & Maintenance	\$ 288,454	\$ 230,418	\$ 237,657	\$ 257,667	\$ (20,010)
65 Cataloging & Processing	\$ 55,383	\$ 85,300	\$ 85,300	\$ 80,300	\$ 5,000
66 Total Technical Services	\$ 479,084	\$ 658,606	\$ 681,295	\$ 700,945	\$ (19,650)
Purchased Services					
67 Security	\$ 121,901	\$ 177,872	\$ 164,580	\$ 183,500	\$ (18,920)
68 Insurance	\$ 86,107	\$ 86,500	\$ 89,000	\$ 89,000	\$ -
69 Legal Services	\$ 638	\$ 15,000	\$ 15,000	\$ 5,000	\$ 10,000
70 Contracted Services	\$ 154,103	\$ 163,736	\$ 169,586	\$ 137,256	\$ 32,330
71 Printing Expenses	\$ 81,410	\$ 97,000	\$ 96,500	\$ 94,500	\$ 2,000
72 Advertising	\$ 69,722	\$ 65,000	\$ 55,500	\$ 55,500	\$ -
73 Total Purchased Services	\$ 513,881	\$ 605,108	\$ 590,166	\$ 564,756	\$ 25,410
Other					
74 Tax Charge Backs	\$ 44,262	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
75 Staff Development	\$ 11,747	\$ 36,713	\$ 41,232	\$ 47,620	\$ (6,388)
76 Travel & Conference	\$ 25,081	\$ 58,731	\$ 58,731	\$ 46,247	\$ 12,484
77 Board Expenses	\$ -	\$ 8,080	\$ 8,080	\$ 5,780	\$ 2,300
78 Programming Expenses	\$ 140,474	\$ 160,275	\$ 169,275	\$ 176,704	\$ (7,429)
79 Total Other	\$ 221,563	\$ 313,799	\$ 327,318	\$ 326,351	\$ 967

Kalamazoo Public Library
Supplementary Information - Preliminary Budget
Fiscal Years ending June 30, 2017

	FY 14/15 <u>Actuals</u>	FY 15/16 <u>Preliminary Budget</u>	FY 15/16 <u>Close Estimate Budget</u>	FY 16/17 <u>Preliminary Budget</u>	Variance to <u>Prior</u>
80 Total Revenue Budget	\$ 11,478,694	\$ 11,373,009	\$ 11,582,862	\$ 11,493,844	\$ (89,018)
81 Total Salaries & Benefits	\$ 6,985,232	\$ 7,214,450	\$ 7,442,918	\$ 7,560,053	\$ (117,135)
82 Total Materials	\$ 1,056,874	\$ 1,142,376	\$ 1,157,131	\$ 1,187,323	\$ (30,192)
83 Total Facilities	\$ 545,713	\$ 631,061	\$ 634,706	\$ 620,384	\$ 14,322
84 Total Operating Expenses	\$ 270,702	\$ 348,793	\$ 337,793	\$ 351,393	\$ (13,600)
85 Total Technical Services	\$ 479,084	\$ 658,606	\$ 681,295	\$ 700,945	\$ (19,650)
86 Total Purchased Services	\$ 513,881	\$ 605,108	\$ 590,166	\$ 564,756	\$ 25,410
87 Total Other	\$ 221,563	\$ 313,799	\$ 327,318	\$ 326,351	\$ 967
88 Total Operating Expenditures	\$ 10,073,050	\$ 10,914,193	\$ 11,171,327	\$ 11,311,205	\$ (139,878)
89 Transfer to/(from) Other Funds	\$ -	\$ -	\$ (3,099)	\$ -	\$ (3,099)
90 Transfer to Capital Improvement Plan	\$ 600,000	\$ 400,000	\$ 600,000	\$ 300,000	\$ 300,000
91 Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
92 Total Expenditures & Transfers	\$ 10,673,050	\$ 11,314,193	\$ 11,768,228	\$ 11,611,205	\$ 157,023
93 Net Change to Fund Balance	\$ 805,644	\$ 58,816	\$ (185,366)	\$ (117,361)	\$ 68,005
94 Beginning Fund Balance	\$ 6,225,171	\$ 6,345,761	\$ 7,030,815	\$ 6,845,449	\$ (185,366)
Ending Fund Balance					
95 Non-spendable prepaid expenditures		\$ -	\$ -	\$ -	\$ -
96 Restricted ONEplace funds	\$ 252,225	\$ 256,293	\$ 256,293	\$ 256,293	\$ -
97 Assigned for Cash Flow	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000	\$ -
98 Unassigned Fund Balance	\$ 2,978,590	\$ 2,348,284	\$ 2,789,156	\$ 2,671,795	\$ (117,361)
99 Total Ending Fund Balance	\$ 7,030,815	\$ 6,404,577	\$ 6,845,449	\$ 6,728,088	\$ (117,361)

**Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget - Fiscal Year Ending June 30, 2017**

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Revenue</u>		
8	\$ (57,084)	Property Tax Revenue. Estimate based upon .82% decrease in taxable values district wide.
14	\$ (20,434)	Renaissance Zone Reimbursement. 2016 Renaissance Zone exemption sunset in City of Kalamazoo.
15	\$ 9,500	Payments in Lieu of Taxes. Estimate.
17	\$ (35,000)	Misc. Fines & Fees. Reduction due to one-time refund from Consumers Energy in prior year.
20	\$ 2,000	Law Library Revenue. Based upon contract with Kalamazoo County.
21	\$ 15,000	Universal Service Fund Reimbursements. WAN and connection changes to KRESA, subject to approval.
22	\$ (3,000)	Other Local Revenue. No specific local grants anticipated, revision of estimated activity.
<u>Expenditures</u>		
<u>Salaries & Benefits</u>		
25	\$ 2,260	Administrative Salaries. Based upon 2015-2016 budget
26	\$ (12,645)	Librarian Salaries Youth Librarian position at full year for 2016-2017, steps on current schedule.
27	\$ (65,215)	Super-Tech Salaries. Addition of 1.0 FTE for graphic artist position, FM Specialist position at full year.
28	\$ 3,565	Library Assistant Salaries. Prior year position changes, overtime estimates.
29	\$ (40,645)	Hourly Salaries. Additional hours for multiple agencies, schedule rate increases as approved.
30	\$ 3,625	Substitute Salaries. Estimated leaves-of-absence, vacations.
31	\$ 50,000	Vacancy Credit. Estimate of effect of vacant positions.
33	\$ (11,385)	Employee Insurances. Estimate based upon spring census of coverages.
34	\$ 106,380	Retirement-MPSERS, MERS. No lump sum UAAL payment budgeted for MERS, continuation 1.5% rate supplement.
35	\$ (5,310)	Employer FICA-Medicare. Based upon salaries.
36	\$ 2,235	Other Benefits. Retirement and vacation payout upon retirement, estimate.
38	\$ (150,000)	Compensation Reserves. Estimated pools for salary and benefit cost increases.
<u>Materials</u>		
40	\$ (1,650)	Adult Books. Budget shifts to e-books, current estimate.
41	\$ (5,295)	Children's Books. Modest price increases.
42	\$ 2,875	Periodicals. Estimated costs.
43	\$ (23,340)	Audio Visual Materials. Downloadable material demand.
44	\$ (2,782)	Digital Materials. Digital subscriptions.
<u>Facilities</u>		
46	\$ 300	Fuel. Estimate based upon prior year history, negotiated prices.
47	\$ (8,500)	Electricity. Rates based upon prior year experience.
48	\$ 30	Water. Current estimate.
49	\$ 550	Custodial Supplies. Current estimate.
50	\$ 9,710	Grounds Maintenance. Branch parking lot repair estimates.
51	\$ 2,200	Vehicle Maintenance. New delivery vehicle.
52	\$ 9,845	Building Repair. Maintenance project estimates.
53	\$ 187	Building Operations. Repair and maintenance contract current estimate.
<u>Operating Expenses</u>		
57	\$ (3,600)	Postage & Freight. Estimate
58	\$ (2,000)	Rent. Allowance for increase.
59	\$ (8,000)	Processing Supplies. Prior year reduced due to inventory, resuming ordering in new fiscal year.
<u>Technical Services</u>		
61	\$ (13,733)	F&E Repair & Maintenance. Estimate for repair of central data closets.
62	\$ 8,882	Telecommunications. Prior year service changes.
63	\$ 211	Software as Service. Current estimate.
64	\$ (20,010)	Software Licensing & Maintenance. Envisionware maintenance, KRESA contract, Meeting Room software replacement, Science Flix software, digital services software.
65	\$ 5,000	Cataloging & Processing. Estimate reflects shift of materials to digital formats.
<u>Purchased Services</u>		
67	\$ (18,920)	Security. Guard service increase at Central and Eastwood/Powell.
69	\$ 10,000	Legal Services. Current estimate.
70	\$ 32,330	Contracted Services. Reduction in contracted graphic services, website study in prior year.
71	\$ 2,000	Printing Expenses. Current estimate

**Kalamazoo Public Library
Supplemental Information - Budget Variance Explanations
Preliminary Budget - Fiscal Year Ending June 30, 2017**

<u>LINE</u> <u>NUMBER</u>	<u>Close</u> <u>Estimate</u> <u>Variance</u>	<u>EXPLANATION</u>
<u>Other</u>		
75	\$ (6,388)	Staff Development. Anti-Racism Team efforts.
76	\$ 12,484	Travel & Conference. Non-PLA year. Current estimate.
77	\$ 2,300	Board Expenses. Board expense estimate.
78	\$ (7,429)	Programming Expenses. Current estimate based upon action plan requests.
<u>Summary</u>		
93	\$ 68,005	Net Change to Fund Balance. Net Revenue over Expenditures - variance between activity of current and projected Preliminary Budget.
<u>Fund Balance</u>		
94	\$ (185,366)	Beginning Fund Balance. Effect of Close Estimate Budget Revision for fiscal year 2015-2016
98	\$ (117,066)	Unassigned Fund Balance. Net decrease to available (unassigned) fund balance

**KALAMAZOO PUBLIC LIBRARY
CAPITAL IMPROVEMENT PLAN
For the Three Years ending June 30, 2018**

	<u>Fiscal year 2015-2016</u>	<u>Fiscal year 2016-2017</u>	<u>Fiscal year 2017-2018</u>	<u>Three-Year Current Budget Total</u>	<u>Prior Three year Estimate</u>	<u>Variance to Prior Budget</u>
Revenue						
Transfers from Operations	\$ 600,000	\$ 300,000	\$ 600,000	\$ 1,500,000	\$ 1,800,000	\$ (300,000)
Other Revenue/Transfers	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 605,000	\$ 300,000	\$ 600,000	\$ 1,505,000	\$ 1,805,000	\$ (300,000)
Capital Projects by Category						
Library Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furnishings	\$ 151,410	\$ 75,000	\$ 75,000	\$ 301,410	\$ 301,410	\$ (0)
Building Alterations	\$ 746,172	\$ 250,000	\$ 250,000	\$ 1,246,172	\$ 1,246,172	\$ -
Computer & Technology	\$ 265,442	\$ 234,001	\$ 150,000	\$ 649,443	\$ 649,443	\$ (0)
Total Expenditures	\$ 1,163,024	\$ 559,001	\$ 475,000	\$ 2,197,025	\$ 2,197,025	\$ (0)
Total Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Total Expenditures + Reserves	\$ 1,663,024	\$ 1,059,001	\$ 975,000	\$ 2,697,025	\$ 2,476,121	\$ (0)
Beginning of Year Fund Balance	\$ 2,018,963	\$ 1,460,938	\$ 1,201,937	\$ 2,018,963	\$ 2,018,963	\$ (0)
Revenues Over (Under) Expenditures	\$ (558,024)	\$ (259,001)	\$ 125,000	\$ (692,025)	\$ (392,025)	\$ (300,000)
Fund Balance						
Reserved for Building Repairs	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Reserved for Server Migration Project	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ -	\$ (84,000)
Reserved for Oshtemo Utilities	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
Reserved for Central Boiler	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Assigned for Future Capital Projects	\$ 811,938	\$ 552,937	\$ 677,937	\$ 677,937	\$ 1,061,937	\$ (216,000)
End of Year Total Fund Balance	\$ 1,460,938	\$ 1,201,937	\$ 1,326,937	\$ 1,326,937	\$ 1,626,938	\$ (300,000)

Notes:

The Capital Improvement Plan encompasses the three years ending June 30, 2018. Estimates for fiscal year 2015-2016 have been revised to move the Server Migration Project funds (\$84,000) from an active project allocation to a reserve. Additional new projects recommended for fiscal year 2016-2017 include additional funds for staff desktop replacements, network infrastructure replacements, AWE Early Learning Station replacement, an expanded allocation for comprehensive public photocopy replacements, and funding to design and investigate smartdrop placement at Oshtemo.

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
Library Systems & Equipment	\$ -	\$ -	\$ -	\$ -
Furnishings				
Furnishings Reserve	\$ 70,695	\$ 97,572	\$ 54,200	\$ 75,000
Central Library	\$ 6,547	\$ 6,345	\$ 3,000	\$ -
Branch Libraries	\$ 32,765	\$ 41,200	\$ -	\$ -
System-Wide Projects	\$ 4,169	\$ 6,294	\$ 17,800	\$ -
Total Furnishings	\$ 114,175	\$ 151,410	\$ 75,000	\$ 75,000
Building Alterations				
Building Alterations Reserve	\$ 42,162	\$ 72,412	\$ 150,000	\$ 250,000
Structural Projects	\$ 22,000	\$ 96,600	\$ 50,000	\$ -
Mechanical Projects	\$ 183,000	\$ 220,150	\$ 45,000	\$ -
Control & Security Systems	\$ 61,217	\$ 102,282	\$ -	\$ -
Other Facilities Projects	\$ 157,228	\$ 254,728	\$ 5,000	\$ -
Total Building Alterations	\$ 465,607	\$ 746,172	\$ 250,000	\$ 250,000
Computer & Technology				
Computer & Technology Reserve	\$ 19,258	\$ 44,258	\$ 25,000	\$ 100,000
Public Technology & Hardware	\$ 44,653	\$ 113,203	\$ 80,000	\$ 50,000
Portable Technology	\$ 12,218	\$ 35,618	\$ -	\$ -
Other Technology/Computer Equipment	\$ 13,529	\$ 50,429	\$ 128,200	\$ -
Server Migration	\$ -	\$ -	\$ -	\$ -
RFID/Circulation Technologies	\$ 3,234	\$ 21,934	\$ -	\$ -
Total Computer & Technology	\$ 92,893	\$ 265,442	\$ 233,200	\$ 150,000
Total Budgeted Expenditures - CIP	\$ 672,676	\$ 1,163,024	\$ 558,200	\$ 475,000

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
802 Library Systems (Complete)	\$ -	\$ -	\$ -	\$ -
810 Furnishings Reserve -Unallocated	\$ 70,695	\$ 97,572	\$ 54,200	\$ 75,000
Central Library				
818 Video equipment -Canon	\$ 202	\$ -	\$ -	\$ -
889 Children's/Youth Table & Chair	\$ 5,328	\$ 5,328	\$ 3,000	\$ -
892 Local History Furnishings	\$ 1,017	\$ 1,017	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal Central Library Furnishing Projects	\$ 6,547	\$ 6,345	\$ 3,000	\$ -
Branches				
815 Adult Workspaces/Public Areas - Oshtemo	\$ 13,565	\$ 40,000	\$ -	\$ -
894 Oshtemo Refurbishment Projects - All	\$ 15,000	\$ -	\$ -	\$ -
882 Oshtemo Drop box replacement	\$ 4,200	\$ -	\$ -	\$ -
881 Eastwood/Powell - Powell Office Furniture	\$ (0)	\$ 1,200	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal Branch Libraries Furnishing Projects	\$ 32,765	\$ 41,200	\$ -	\$ -
System Wide				
814 Chairs Multiple Departments-Public and Staff	\$ 4,169	\$ 6,294	\$ 17,800	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal System-Wide Furnishing Projects	\$ 4,169	\$ 6,294	\$ 17,800	\$ -
Total Furnishings	\$ 114,175	\$ 151,410	\$ 75,000	\$ 75,000
820 Building Alterations Reserve - Unallocated	\$ 42,162	\$ 72,412	\$ 150,000	\$ 250,000
Structural Projects				
828 Eastwood Roof Repair	\$ 22,000	\$ 18,210	\$ -	\$ -
Washington Square Attic	\$ -	\$ -	\$ 50,000	\$ -
805 Central Library - Marble tile maintenance	\$ -	\$ 47,400	\$ -	\$ -
Subtotal Structural Projects	\$ 22,000	\$ 96,600	\$ 50,000	\$ -
Mechanical Projects				
823 Generator - combined	\$ 11,000	\$ -	\$ -	\$ -
824 Generator - combined	\$ 6,000	\$ -	\$ -	\$ -
887 Generator - Central, Oshtemo & Eastwood	\$ 50,000	\$ 75,000	\$ -	\$ -
895 Central Freight Elevator	\$ 105,000	\$ 127,080	\$ -	\$ -
841 Central Louvers on Air Handler Units	\$ 11,200	\$ 11,200	\$ 45,000	\$ -
Subtotal Mechanical Projects	\$ 183,000	\$ 220,150	\$ 45,000	\$ -

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
Control & Security Systems	\$ -	\$ 3,000	\$ -	\$ -
827 Security System Updates	\$ 1,217	\$ 37,517	\$ -	\$ -
842 Central Lighting Control	\$ 60,000	\$ 61,765	\$ -	\$ -
Subtotal Control & Security Systems	\$ 61,217	\$ 102,282	\$ -	\$ -
Other Facilities Projects	\$ -	\$ 3,000	\$ -	\$ -
Central Restrooms - Phase I	\$ -	\$ 100,000	\$ -	\$ -
Eastwood - drop ceiling	\$ -	\$ 7,000	\$ -	\$ -
Oshtemo Building projects (electrical, enclosure)	\$ -	\$ 15,000	\$ -	\$ -
Oshtemo Smart Drop Design phase	\$ -	\$ -	\$ 5,000	\$ -
893 Delivery Vehicle	\$ 60,000	\$ 32,500	\$ -	\$ -
811 Carpet Master Plan Reserve (Cumulative)	\$ 97,228	\$ 97,228	\$ -	\$ -
Subtotal Facilities Projects	\$ 157,228	\$ 254,728	\$ 5,000	\$ -
Total Building Projects	\$ 465,607	\$ 746,172	\$ 250,000	\$ 250,000
830 Computer & Tech Reserve - Unallocated	\$ 19,258	\$ 44,258	\$ 25,000	\$ 100,000
Technology/Hardware - Public	\$ -	\$ 8,818	\$ -	\$ -
831 Desktop Replacement	\$ 30,069	\$ 90,069	\$ 80,000	\$ 50,000
844 Portable Device USB Charging Stations	\$ -	\$ 1,928	\$ -	\$ -
843 Digital signage	\$ 6,069	\$ -	\$ -	\$ -
845 Public Spaces AV Upgrades	\$ (0)	\$ -	\$ -	\$ -
865 Game Carts - Teen	\$ 3,141	\$ 3,141	\$ -	\$ -
884 Digital Lab Equipment	\$ 6,175	\$ 9,247	\$ -	\$ -
Subtotal Public Technology/Hardware	\$ 44,653	\$ 113,203	\$ 80,000	\$ 50,000
Portable Technology	\$ -	\$ -	\$ -	\$ -
878 Portable Devices - iPads, Mac Minis, Laptops	\$ 12,218	\$ 35,618	\$ -	\$ -
Subtotal Portable Technology	\$ 12,218	\$ 35,618	\$ -	\$ -
Other Technology/Computer Equipment	\$ -	\$ -	\$ -	\$ -
879 Office Scanners - administrative/business office	\$ 284	\$ 2,284	\$ -	\$ -
855 Telephone System	\$ 13,245	\$ 13,245	\$ -	\$ -
854 Photocopies/Envisionware terminals	\$ -	\$ 27,500	\$ 25,000	\$ -
854 Spare CISCO switch	\$ -	\$ 2,700	\$ -	\$ -
854 Staff Desktop PC replacement - IT (JC/WH)	\$ -	\$ 3,100	\$ -	\$ -
854 AWE replacements	\$ -	\$ -	\$ 23,200	\$ -
854 Network Infrastructure replacements	\$ -	\$ -	\$ 80,000	\$ -
854 Desktop intern replacement MAC	\$ -	\$ 1,000	\$ -	\$ -
854 42" monitor - discharge area	\$ -	\$ 600	\$ -	\$ -
Subtotal Other Technology/Computer Equipment	\$ 13,529	\$ 50,429	\$ 128,200	\$ -
Server Migration Project - Moved to Reserve	\$ -	\$ -	\$ -	\$ -

**Kalamazoo Public Library
Capital Improvement Plan
Summary of Active Allocations**

<u>Description</u>	<u>Carryover</u>	<u>Revised CEB 15-16 Budget</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
RFID/Circulation Technology	\$ -	\$ -	\$ -	\$ -
852 RFID / Circulation	\$ 3,234	\$ 3,234	\$ -	\$ -
852 Comprise Smart Terminals	\$ -	\$ 14,000	\$ -	\$ -
852 Topaz Signature Gem (Circulation signatures)	\$ -	\$ 2,400	\$ -	\$ -
852 RFID Reader Pad/Scanner/Printer (Oshtemo)	\$ -	\$ 2,300	\$ -	\$ -
Subtotal RFID/Circulation Technology	\$ 3,234	\$ 21,934	\$ -	\$ -
Total Computer & Electronic Technologies	\$ 92,893	\$ 265,442	\$ 233,200	\$ 150,000
Total Capital Expenditures	\$ 672,676	\$ 1,163,024	\$ 558,200	\$ 475,000

**Kalamazoo Public Library
Special Revenue Fund
Preliminary Budget FY 2016-2017**

	FY 2014-2015	Budget 2015-2016		2016-2017		Variance
	Actuals	Preliminary	Close Estimate	Preliminary	Preliminary	to Prior
Revenue/Available Funds						
Other Local Gifts & Grants	\$ 44,190	\$ 25,235	\$ 37,933	\$ 31,500	\$ (6,433)	
Transfers - In/Out	\$ -	\$ -	\$ (3,090)	\$ -	\$ 3,090	
Available Beginning Fund Balance	<u>\$ 187,936</u>	<u>\$ 143,993</u>	<u>\$ 171,350</u>	<u>\$ 143,972</u>	<u>\$ (27,378)</u>	
Total Revenue/Available Funds	\$ 232,127	\$ 169,228	\$ 206,193	\$ 175,472	\$ (30,721)	
Expenditures						
Salaries & Benefits	\$ 1,467	\$ -	\$ -	\$ -	\$ -	
Materials	\$ 27,903	\$ 31,750	\$ 33,350	\$ 33,600	\$ (250)	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	
Technical Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchased Services	\$ 14,376	\$ -	\$ 2,282	\$ -	\$ 2,282	
Other	<u>\$ 17,031</u>	<u>\$ 10,226</u>	<u>\$ 26,589</u>	<u>\$ 10,000</u>	<u>\$ 16,589</u>	
Total Expenditures	\$ 60,777	\$ 41,976	\$ 62,221	\$ 43,600	\$ 18,621	
Ending Fund Balance						
Assigned for Ready to Read	\$ 78,205	\$ 62,509	\$ 62,875	\$ 47,375	\$ (15,500)	
Assigned for History Room	\$ 2,282	\$ -	\$ -	\$ -	\$ -	
Assigned for ONEPlace	\$ 922	\$ -	\$ -	\$ -	\$ -	
Assigned for Gifts & Memorials	\$ 4,859	\$ 1,295	\$ 3,009	\$ 1,409	\$ (1,600)	
Assigned for Library Gifts	\$ 3,895	\$ -	\$ -	\$ -	\$ -	
Assigned for KPL Antiracism	\$ 3,858	\$ -	\$ -	\$ -	\$ -	
Assigned for Friends Mini-Grants	\$ 5,741	\$ -	\$ -	\$ -	\$ -	
Assigned for KCF History Room	<u>\$ 71,588</u>	<u>\$ 62,947</u>	<u>\$ 78,088</u>	<u>\$ 83,088</u>	<u>\$ 5,000</u>	
Total Ending Fund Balance	\$ 171,350	\$ 126,751	\$ 143,972	\$ 131,872	\$ (12,100)	

Notes:

Continuing Activities in Ready to Read and Gifts, Gifts and Memorials and the Local History and Community Information Service Fund at the Kalamazoo Community Foundation. No new projects are anticipated. Ready to Read Gifts includes estimated budget for expanded children's programming in the fall of 2016.

**Kalamazoo Public Library
Special Revenue Fund-Supplemental Information
Preliminary Budget FY 2016-2017**

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2015-2016**

Account Description	Actual Fund Balance	Budget 2015-2016		2016-2017 Preliminary	Variance to Prior
		Preliminary	Close Estimate		
Beginning	\$ 31,736	\$ 28,084	\$ 31,736	\$ 19,786	\$ (11,950)
233 - Ready to Read - Gifts					
Revenue: Other Local Gifts & Grants		\$ 1,000	\$ 1,050	\$ 1,000	\$ (50)
Expenditures: Juvenile Books		\$ 12,000	\$ 12,000	\$ 12,000	\$ -
Miscellaneous Disbursements		\$ 1,000	\$ 1,000	\$ 5,000	\$ (4,000)
Net for 233:		\$ 12,000	\$ 11,950	\$ 16,000	\$ (4,050)
Projected Ending		\$ 16,084	\$ 19,786	\$ 3,786	\$ (16,000)
Beginning	\$ 46,469	\$ 46,190	\$ 46,469	\$ 43,089	\$ (3,380)
235 - Ready to Read - Spelling Bee					
Revenue: Other Local Gifts & Grants		\$ 22,000	\$ 18,000	\$ 21,800	\$ 3,800
Bee - Spectator Tickets		\$ 735	\$ 1,120	\$ 1,200	\$ 80
Expenditures: Juvenile Books		\$ 18,000	\$ 18,000	\$ 18,000	\$ -
Miscellaneous Disbursements		\$ 4,500	\$ 4,500	\$ 4,500	\$ -
Net for 235:		\$ (235)	\$ 3,380	\$ (500)	\$ 3,880
Projected Ending		\$ 46,425	\$ 43,089	\$ 43,589	\$ 500
Beginning	\$ 4,859	\$ 3,045	\$ 4,859	\$ 3,009	\$ (1,850)
301 - Gifts & Memorials - Materials*					
Revenue: Other Local Gifts & Grants		\$ 1,000	\$ 2,500	\$ 2,500	\$ -
Expenditures: Adult Books		\$ 1,000	\$ 3,000	\$ 3,000	\$ -
Juvenile Books		\$ 750	\$ 250	\$ 500	\$ (250)
Audio Visual Materials		\$ -	\$ 100	\$ 100	\$ -
Miscellaneous Disbursements		\$ 1,000	\$ 1,000	\$ 500	\$ 500
Net for 301:		\$ 1,750	\$ 1,850	\$ 1,600	\$ 250
<i>*Includes Ann Schwendener Memorial Fund</i>					
Projected Ending		\$ 1,295	\$ 3,009	\$ 1,409	\$ (1,600)
Beginning	\$ 2,282	\$ -	\$ 2,282	\$ 0	\$ (2,282)
303 - History Room Gifts					
Expenditures: Contracted Services		\$ -	\$ 2,282	\$ -	\$ 2,282
Totals for 303:		\$ -	\$ 2,282	\$ -	\$ 2,282
Projected Ending		\$ -	\$ 0	\$ -	\$ 0
Beginning	\$ 922	\$ -	\$ 922	\$ -	\$ (922)
307 - ONEplace Nonprofit Services					
Expenditures: Programming		\$ -	\$ 922	\$ -	\$ 922
Net for 307:		\$ -	\$ 922	\$ -	\$ 922
Projected Ending		\$ -	\$ -	\$ -	\$ 0
Beginning	\$ 3,895	\$ 3,226	\$ 3,895	\$ -	\$ (3,895)
308 - Library Gifts					
Revenue: Other Local Gifts & Grants		\$ 500	\$ 750	\$ -	\$ (750)
Expenditures: Miscellaneous Disbursements		\$ 3,726	\$ 4,645	\$ -	\$ 4,645
Net for 308:		\$ 3,226	\$ 3,895	\$ -	\$ 3,895
Projected Ending		\$ -	\$ -	\$ -	\$ 0
Beginning	\$ 3,858	\$ -	\$ 3,858	\$ 0	\$ (3,858)
310 - KPL Antiracism Transformation Team					
Expenditures: Miscellaneous Disbursements		\$ -	\$ 3,858	\$ -	\$ 3,858
Net for 310:		\$ -	\$ 3,858	\$ -	\$ 3,858

**Kalamazoo Public Library
Special Revenue Fund
Close Estimate Budget FY 2015-2016**

Account Description	Actual	Budget 2015-2016		2016-2017	Variance to Prior
	Fund Balance	Preliminary	Close Estimate	Preliminary	
Projected Ending		\$ -	\$ 0	\$ -	0
Beginning	\$ -	\$ -	\$ -	\$ -	0
377 - Friends Mini-Grants - 2016					
Revenue: Other Local Gifts & Grants		\$ -	\$ 8,013	\$ -	\$ (8,013)
Expenditures: Miscellaneous Disbursements		\$ -	\$ 8,013	\$ -	\$ 8,013
Net for 377:		\$ -	\$ -	\$ -	0
Projected Ending		\$ -	\$ -	\$ -	0
Beginning	\$ 2,476	\$ -	\$ 2,476	\$ -	\$ (2,476)
379 - Friends Mini-Grants 2015					
4-6150-1-3 Miscellaneous Disbursements		\$ -	\$ 2,476	\$ -	\$ 2,476
Net for 379:		\$ -	\$ 2,476	\$ -	\$ 2,476
Projected Ending		\$ -	\$ 0	\$ -	0
Beginning	\$ 3,090	\$ -	\$ 3,090	\$ -	\$ (3,090)
380 - Prior Year's Mini-Grants					
Transfers: Transfers to General Fund		\$ -	\$ 3,090	\$ -	\$ 3,090
Net for 380:		\$ -	\$ 3,090	\$ -	\$ 3,090
Projected Ending		\$ -	\$ -	\$ -	0
Beginning	\$ 175	\$ -	\$ 175	\$ -	\$ (175)
391 - Children's Mini-Grant					
Expenditures: Miscellaneous Disbursements		\$ -	\$ 175	\$ -	\$ 175
Net for 391:		\$ -	\$ 175	\$ -	\$ 175
Projected Ending		\$ -	\$ -	\$ -	0
Beginning	\$ 71,588	\$ 62,947	\$ 71,588	\$ 78,088	\$ 6,500
397 - KCF - Local History and Community Information Agency Fund					
4-4472-1-3 Other Local Gifts & Grants		\$ -	\$ 6,500	\$ 5,000	\$ (1,500)
Totals for 397:		\$ -	\$ 6,500	\$ 5,000	\$ (1,500)
Projected Ending		\$ 62,947	\$ 78,088	\$ 83,088	\$ 5,000

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Salary Ranges for Supervisory-Technical
and Administrative Staff**

DATE: May 23, 2016

Recommendation

I recommend board approval of the salary ranges for Supervisory-Technical and Administrative Staff to be effective July 1, 2016.

Executive Summary:

The recommended revisions to the Supervisory-Technical and Administrative salary ranges are based upon the December 2014 to December 2015 1.713% change in the Consumer Price Index – All Urban Consumers published by the Bureau of Labor Statistics.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

Position	Fiscal Year 2015-2016		Fiscal Year 2016-2017	
	Minimum	Maximum	Minimum	Maximum
Supervisory Technical				
Accounting Specialist	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Circulation Supervisor	\$ 45,000	\$ 63,000	\$ 46,080	\$ 64,080
Desktop Systems Specialist	\$ 35,000	\$ 51,000	\$ 35,875	\$ 51,875
Executive Assistant	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Facilities Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Human Resources Manager	\$ 55,000	\$ 75,000	\$ 56,285	\$ 76,285
Integrated Library Systems Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Marketing & Communications Manager	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215
Network Systems Manager	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215
ONEPlace @ KPL Director	\$ 53,000	\$ 71,000	\$ 54,215	\$ 72,215

ONEPlace Associate	\$ 35,000	\$ 51,000	\$ 35,875	\$ 51,875
Payroll & Benefits Specialist	\$ 35,000	\$ 53,000	\$ 35,910	\$ 53,910
Web Coordinator	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Web Systems Specialist	\$ 51,000	\$ 69,000	\$ 52,180	\$ 70,180
Department Head	\$ 65,000	\$ 87,000	\$ 66,490	\$ 88,490
Assistant Director	\$ 73,300	\$ 97,300	\$ 74,965	\$ 98,965
Deputy Director	\$ 81,300	\$107,300	\$ 83,135	\$109,135

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Salary Pool for Supervisory-Technical
and Administrative Staff for Compensation
for FY 2016 - 2017**

DATE: May 23, 2016

Recommendation:

I recommend board approval of the compensation pool of \$45,000 for Supervisory-Technical and Administrative employees for fiscal year 2016-2017.

Summary:

This recommendation follows our usual practice for these two employee groups. This pool would provide for salary merit increases within the salary ranges, also recommended at this meeting.

This recommendation has been reviewed and is supported by both Personnel and Finance and Budget Committees.

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MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Business Office Staffing**

DATE: May 23, 2016

Recommendation:

I recommend the following classification and title changes in the Business Office:

- The position of Accounting and Payroll Coordinator, S-T salary range of \$41,000 - \$59,000, be changed to Payroll and Benefits Specialist, S-T salary range of \$35,000 - \$53,000. This position is vacant.
- The position of Library Assistant V, be reclassified to S-T salary range of \$35,000 - \$53,000, effective July 1, 2016.
- The position of Library Assistant IV be reclassified to Library Assistant V effective July 1, 2016.

Executive Summary:

The June 30 retirement of the Accounting and Payroll Coordinator has prompted some shifting of duties to align work more logically, build on employee strengths, and increase some separation of duties as always desired by auditors. I also believe these changes will position us better for future Business Office staffing changes and the never-ending increase in reporting – state, federal, retirement system, etc.

These changes have been discussed with KPLSP. There will be no significant increase in costs for these changes; no budget adjustments are needed.

These changes have been reviewed by both Personnel and Finance and Budget Committees and come to the full board with their support.

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**Director's Report
May 2016**

From the director

1. Since the last board meeting, I attended several DKI meetings, participated in a state-wide focus group on library services, met with the Friends leadership and attended and spoke at their annual meeting, read at Lincoln School for a Rotary project, met with ARTT chairs as well as other internal committee chairs, attended the Women of Achievement dinner, participated in job interviews, led or attended internal meetings, attended several library programs.
2. KPL staff continue to be presenting at conferences and training. At the risk of missing some staff, here are several recent examples:
 - Kevin King led several sessions at the MLA Rural Library Conference and at Spring Institute.
 - Terry New presented at a MLA HR workshop, as well as at PLA.
 - Bill Caskey, Dan Hoag, and Sue Warner gave a presentation at the MLA Spring Institute on our neighborhood project for picture books.
 - Andrea Vernola was an organizer of the “unconference”.
3. Staff have also attended a variety of regional conferences and training, mostly one-day sessions within driving distance. Many such events are held in the spring.
4. Our ARTT will be meeting with the ISAAC ARTT to learn more about their work in the community and to share ideas. Our team is working on a rubric-like racial equity toolkit to be used in some decision-making contexts.
5. I've agreed to serve and represent the library on the Bronson Park 21st Century Campaign Honorary Committee. I'm pleased the library was asked to “be at the table” for our historic park. Trustee Wright is serving on the Campaign Planning Committee and the Campaign Leadership Team so the library will be well represented.

Create young readers

6. Spring visits for KPS 1st graders are wrapping up. Students have had an age appropriate tour of Central, selected and checked out a book to take back to school, and heard stories. This was the final of their three visits for the school year.

Stimulate imagination

7. We've had a series of "Money Smart Kids Save" programs at all locations. Thanks to a nice collaboration with credit unions, libraries received free copies of Rosemary Wells' book Bunny Money to give to kids at the programs. We shared the story, talked about money and decorated piggy banks.
8. Two fiction location projects are in the works. Urban fiction at Central will move from the rotunda to the beginning of the 1st floor stacks. Thrillers will be interfiled with mysteries so we will have "mystery and thrillers" collection as we have "science fiction and fantasy". This is a big project for CAMP but is in response to patron suggestions and staff experiences with patrons.
9. Teens enjoyed an Earth Day Crafternoon program using recycled blueprints and comics to decorate coasters and make bracelets and headbands.
10. Powell staff have been meeting with Douglass staff about a closer collaboration, especially for programs to attract African American males.
11. Again this year, we are partnering with the Kalamazoo Growlers for their 2016 season. We will have a table at five of their games and will be the official sponsor for the June 12 Growler's Reading Day game. The Family Place Zone will also be back to service the youngest baseball fans. More information is on our website at kpl.gov/growlers.
12. At the April board meeting, a question was asked about declining use of databases. Here is Michael's response:

Looking closely at database use over the past few years reveals a downward trend in overall use that seems to be in line with trends in materials circulation and public computer use. However the three database titles that represent the largest patron use and proportionally large uses of the database budget, ReferenceUSA, Ancestry.com, and America's Genealogy Bank, have seen little to no drop in use over the past two years. In response to this lack of patron use, ADS has discontinued, or is in the process of discontinuing, some database titles that we purchase (as opposed to receiving access for free through Mel) but are not being used by our patrons to a satisfactory level. Small Engine Repair and some of our lit crit resources are examples of that effort. We will also be purchasing the Novelist database product this year and feel that it will better align with KPL's strategic priorities and can be marketed as a pleasure reading service that will appeal to more of our users than other database products have.

Connect to the online world

13. We've switched internet providers with the end of our contract with Charter. Our new provider, Windstream, promises twice the speed. Our new relationship with KRESA has made this switch possible.
14. The historical photo collection in Flickr continues to grow with recently scanned photos from our postcard collection and school photos from Hillcrest and Roosevelt Schools during the 1960's.

15. Recent programs have been added to our YouTube channel and photos from events on Flickr and we continue to update landing pages. Scroll through our website often!

Celebrate local

16. Our events are now on LocalHop, an app of local events. Download the app to view all of our events along with about a dozen other participating organizations in town. Of course our events are also on our website.

Operations

17. Oshtemo staff have started an inventory of the collection. This is much easier than it had been now that mobile circ, iPads, and scanners are involved.
18. A drinking fountain has been installed in the lobby at Washington Square in response to the many requests by patrons who have walked or biked to the branch. The new fountain has a bottle filler to encourage the use of re-usable bottles.
19. We have issued a Request for Proposal to eight vendors for a new room scheduling solution to replace the current version of Meeting Room Manager. Responses are due May 20 after which our task force will review and select vendors to demonstrate their solution. We hope to have the evaluation process completed and a decision made by the end of June.
20. FM staff have a lengthy project list for the final few months of the fiscal year:
 - Pavers for the bus stop area at the curb lawn at Central
 - Annual rotunda work – cleaning the electrolear and changing the lamps in the blue sconce lights
 - Annual cleaning of the skylight at Eastwood
 - Spring roof inspections and repairs at all buildings
 - Installing a new readers service desk at Oshtemo and the accompanying project work there
 - Refurbishing the worn sink area in the sorting room at Central
 - Spring yard and shrubbery work

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
April 30, 2016**

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>BOOKS</u>									
-Adult	20,753	869	10,101	336	1,849	33,908	354,052	369,796	-4%
-ebook	4,654					4,654	43,642	35,747	22%
-Digital Magazine	466					466	3,757	2,867	31%
Teen	3,311	133	1,266	52	155	4,917	52,826	52,662	0%
Juvenile	<u>15,659</u>	<u>1,029</u>	<u>8,927</u>	<u>294</u>	<u>1,317</u>	<u>27,226</u>	<u>279,133</u>	<u>295,578</u>	-6%
Total	<u>44,843</u>	<u>2,031</u>	<u>20,294</u>	<u>682</u>	<u>3,321</u>	<u>71,171</u>	<u>733,410</u>	<u>756,650</u>	-3%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	1,566	58	935	10	72	2,641	27,574	30,422	-9%
-Digital	2,599					2,599	22,158	17,827	24%
Music									
-CD	4,157	161	852	145	356	5,671	61,277	69,230	-11%
-Digital	1,697					1,697	16,538	16,048	3%
Video									
-DVD	31,954	3,365	9,916	3,296	5,525	54,056	542,205	624,429	-13%
- Digital	765					765	6,577	7,041	-7%
Total Non-Print Material	<u>42,738</u>	<u>3,584</u>	<u>11,703</u>	<u>3,451</u>	<u>5,953</u>	<u>67,429</u>	<u>676,329</u>	<u>764,997</u>	-12%
Total Circulation	<u>87,581</u>	<u>5,615</u>	<u>31,997</u>	<u>4,133</u>	<u>9,274</u>	<u>138,600</u>	<u>1,409,739</u>	<u>1,521,647</u>	-7%
Computer Usage									
Onsite Computer Use	6,338	438	1,206	516	487	8,985	93,137	105,451	-12%
Computer Usage Remote						2,074,328	21,872,209	22,629,833	-3%
Wireless Internet	2,184					2,184	20,204	19,394	4%
Database Statistics									
Database Sessions	1,149					1,149	10,270	12,022	-15%
Database Searches	52,542					52,542	431,430	545,315	-21%
Total Registrations	316	24	99	17	23	479	7,163	5,444	32%

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<u>Programs/Tours</u>									
Adult Events	9	0	5	4	0	18	229	248	-8%
Attendance	209	0	39	195	0	443	8549	8845	-3%
Teen Events	14	3	1	2	1	21	167	166	1%
Attendance	534	26	12	168	16	756	5124	5497	-7%
Juvenile Events	40	18	41	23	10	132	916	911	1%
Attendance	1290	387	1141	572	245	3635	28890	31091	-7%
Total Events	63	21	47	29	11	171	1312	1325	-1%
Total Attendance	2033	413	1192	935	261	4834	42563	45433	-6%
Law Library									
Visitors	240					240	2553	2410	6%
Phone Calls	100					100	1103	953	16%
Questions Answered	360					360	3962	3555	11%